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ABSTRACT

This document presents a list of approximately 200 vocationally relevant instructional materials and sources regarding basic skills development. (They were developed in conjunction with the project, Teaching Basic Skills Through Vocational Education.) These materials focus on basic skills in mathematics, reading, writing, and oral communication within the context of various vocational programs. Both commercially available and teacher-made materials are included. Each entry is categorized under one of the four categories of basic skills and may contain some or all of the following information: skill area, vocational area, title, author(s), date, description, publisher, catalog title, catalog number, cost, and type of material. Sources (with addresses) of instructional materials cited are provided at the front of the document. (YLB)

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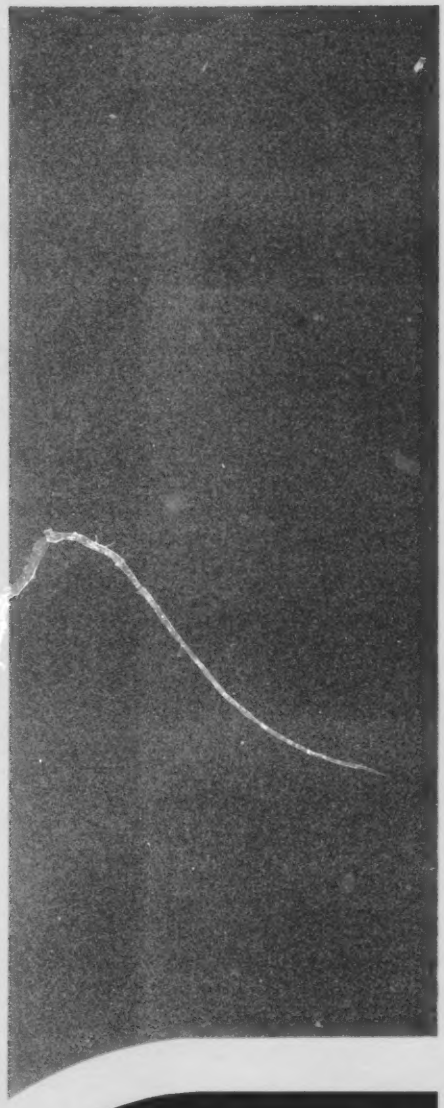
TEACHING BASIC SKILLS THROUGH VOCATIONAL EDUCATION

TECHNICAL REPORT

Selected Instructional Materials for Teaching Basic Skills in Vocational Education



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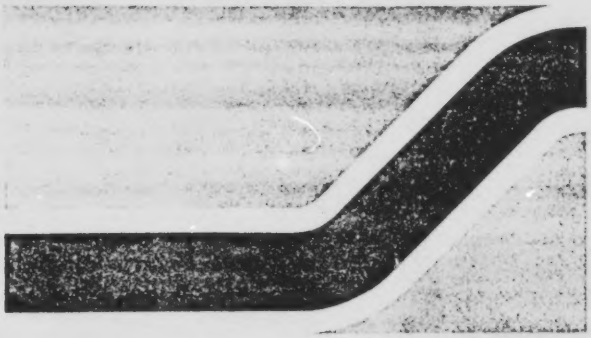

TEACHING BASIC SKILLS THROUGH VOCATIONAL EDUCATION

SELECTED

INSTRUCTIONAL MATERIALS

FOR

TEACHING BASIC SKILLS

IN

VOCATIONAL EDUCATION

Cornell Institute for Occupational Education

Ithaca, New York

April 1982

CIOE

James A. Dunn

Peter Gray

Elizabeth Martini

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FORWARD

Numerous supplementary instructional materials are available for classroom use in reinforcing or teaching specific basic skills. Presented in this report is an extensive list of sources for vocationally relevant instructional materials. These items were selected from the various catalogues on the basis of their reported focus on basic skills in mathematics, reading, writing, and oral communication.

The selected items include teacher-made and well as commercially available materials. A brief description of each item is given along with the source from which it may be ordered.

Inclusion on this list in no way constitutes an endorsement of the material. This list serves only as an indication of the broad array of materials available for teaching basic skills in vocational education.

James A. Dunn
Peter Gray
Elizabeth Martini

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Sources of Instructional Materials Cited in This Document

PROFESSIONAL CENTERS

Abbreviations	Publisher Information & Address
AVA	Vocational Agriculture Service 1510 H Street, N.W. Washington, DC 20005
BOE	The BOE Instructional Materials Lab The Ohio State University 119 Townshend Hall 1885 Neil Avenue Columbus, OH 43210
Clemson	Vocational Education Media Center 10 Tillman Hall Clemson University Clemson, SC 29631
Cornell	Instructional Materials Service 3 Stone Hall Cornell University Ithaca, NY 14853
Hobar	Hobar Publications 1234 Tiller Lane St. Paul, MN 55112
Illinois	Vocational Agriculture Service College of Agriculture University of Illinois 434 Mumford Hall Urbana, IL 61801
Missouri	Instructional Materials Laboratory University of Missouri-Columbia 10 Industrial Education Building Columbia, MO 65211
Ohio	Ohio Agricultural Education Curriculum Materials Service The Ohio State University Rm. 254, 2120 Fyffe Road Columbus, OH 43210
Wisconsin	Wisconsin Vocational Studies Center University of Wisconsin-Madison 964 Educational Sciences Building 1025 W. Johnson Street Madison, WI 53706

COMMERCIAL PUBLISHERS

Abbreviation	Publisher Information & Address
Allyn	Allyn and Bacon, Inc. 470 Atlantic Avenue Boston, MA 02210
Am. Tech.	American Tech 5608 Story Island Avenue Chicago, IL 60637
Arco	Arco Publishing, Inc. 219 Park Avenue South New York, NY 10003
Bennett	Charles A. Bennett Co., Inc. 809 West Det Weiller Dr. Peoria, IL 61614
Bobbs	Bobbs-Merrill Eductional Publishing 4300 West 62nd Street P.O. Box 7080 Indianapolis, IN 46206
Burce	Benzizer, Bruce & Glencoe, Inc. 8701 Wilshire Boulevard Beverly Hills, CA 90211
Butterick	Butterick Publishing 708 Third Avenue New York, NY 10017
Cambridge	Cambridge: A Basic Skill Co. 888 Seventh Avenue New York, NY 10019
Career	Career Aids, Inc., 8990 Luvlone Avenue, Dept. F-58 Chatsworth, CA 91311
Cebco	Cebco Standard Publishing 9 Kulizk Road Fairfield, NJ 07006
Comm	The Communications Agency Box 541 Wilton, CN 06897

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Abbreviation	Publisher Information & Address
Delmar	Delmar Publishers 50 Wolf Road Albany, NY 12205
EDI	Educational Design, Inc., 47 West 13 Street New York, NY 10011
Gregg	Gregg/McGraw-Hill 1221 Avenue of the Americas New York, NY 10021
Inter	The Interstate Printers & Publishers, Inc. 19-27 N. Jackson Street Danville, IL 61832
IPP	Interstate Printers & Publishers Inc, Jackson at Van Buren Danville, IL 61832
LA	Learning Arts P.O.Box 179 Wichita, KA 67201
McKnight	McKnight Publishing Co. Box 2854 Bloomington, IL 61701
Merrill	Charles E. Merrill Publishing Co. 1300 Alum Creek Drive Box 508 Columbus, OH 43216
Scholastic	Scholastic Book Services P.O. Box 2002 904 Sylvan Avenue Englewood Cliffs, NY 07632
South-Western	South-Western Publishing Co. 5101 Madison Road Cincinnati, OH 45227
SSSS	Social Studies School Service 10,000 Culver Blvd. Dept. 70 Culver City, CA 90230

Abbreviation	Publisher Information & Address
Steck	Steck-Vaughn Publishers 807 Brazos P.O. Box 2028 Austin, TX 78768
WLC	Westinghouse Learning Corporation 5005 West 110th Street Oak Lawn, IL 60453

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Selected Instructional Materials Focusing on Mathematic Skills in Vocational Education

Skill Area: Mathematics Voc. Area: Agriculture

Title: Using Arithmetic in Agriculture

Author(s): none given Date: none given

Description:

Basic arithmetic skills including decimals and fractions, calculating area volume, figuring interest and some information about the metric system.

Publisher abbrev. Cornell Catalogue title: Instructional Materials
Cat. p. 3 (date 1980)

Catalogue No.	Cost	Type of Material
G907	.60	booklet

Skill Area: Mathematics Voc. Area: Agriculture

Title: Using Arithmetic in Agriculture

Author(s): none given Date: none given

Description:

none given

Publisher abbrev. Illinois Catalogue title: Teaching Materials
Cat. p. 8 (date 1978-79)

Catalogue No.	Cost	Type of Material
6015	.40	booklet

Skill Area: Mathematics Voc. Area: Agriculture

Title: Introduction to Ag Metrics

Author(s): James Albracht and Ray Kurtz Date: none given

Description:

This is a set of 24 spirit duplicating masters, one 32 page teacher's guide and 5 eight page student booklets.

Publisher abbrev. Inter Catalogue title: Annual

Cat. p. 13 (date 1979-80)

Catalogue No.	Cost	Type of Material
1999	16.75	
2003	4.00	20 extra student booklets

Skill Area: Mathematics Voc. Area: Agriculture

Title: Agricultural Mathematics

Author(s): Roger Higgs, Charles Heidenreich, Richard Loverger, Robert Cropp, Milton Mitchell Date: 1973

Description:

none given

Publisher abbrev. Inter Catalogue title: Annual

Cat. p. 2 (date 1979-80)

Catalogue No.	Cost	Type of Material
1497	5.95	book
1498	.75	answer book

Skill Area: Mathematics Voc. Area: Merchandising/Retail

Title: Merchandising Mathematics

Author(s): P. Carlo & D. Murphy Date: 1973

Description:

This text covers all arithmetical fundamentals and skills required of today's retail store employee. It is presented in a simple, functional, and nonacademic learning approach.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.
Cat. p. 14 (date 1980)

Catalogue No.	Cost	Type of Material
0293-2	3.75	soft cover
0294-0	1.45	instructor's guide

Skill Area: Mathematics Voc. Area: Merchandising

Title: Merchandising Mathematics

Author(s): Leslie Ruth Pelz Date: 1979

Description:

In this text students are taught fundamentals mathematical functions expected of a retail store personnel. The mathematical functions defined in sample problems were adopted to illustrate the concept.

Publisher abbrev. Bobbs Catalogue title: Bus. Ed. Fashion Mdse Health Occ., Hospitality Mgnt.
(date 1980)

Catalogue No.	Cost	Type of Material
97273	$ 7.13	Text
97274	2.50	Teacher's Manual

Skill Area: Mathematics Voc. Area: Marketing

Title: Mathematics in Marketing

Author(S): W. Logan & H. Freeman Date: 1978

Description:

This text-workbook presents the basics of math as applied to a variety of marketing jobs, including writing sales checks, making changes, and taking inventory. Metrics and work problems are also included.

Publisher abbrev. Gregg Catalogue title: Bus., Office, & Marketing
Cat p. 100 (date 1980)

Catalogue No.	Cost	Type of Material
38462-2	4.11	text
38463-0	2.40	teacher's manual and key
86472-1	105.00	transparencies for the basic and social skills

Skill Area: Mathematics Voc. Area: Health

Title: Mathematics for Health Careers

Author(s): Jerome D. Hayden & Howard T. David Date: 1980

Description:

This text teaches and reviews techniques in mathematics and applies them to the solution of practical problems in the health care field. Applications include drug doses and dosages, solutions, cell structure, water and electrolyte balance and imbalance, microorganisms, growth factors and generation time, laboratory tests and results, and normal ranges and levels.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.
(date 1980)
Cat. p. 40

Catalogue No.	Cost	Type of Material
1714-7	9.90	soft cover
1717-4	in press	instructor's guide

Skill Area: Mathematics Voc. Area: Nursing

Title: Medications and Mathematics for the Nurse

Author(S): Esther G. Skelley Date: 1976

Description:

The first two sections of this revised text cover related math for calculating dosages. Remaining sections cover the administration of medication, effects on body systems and special drug therapy.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.
(date 1980)
Cat. p. 42

Catalogue No.	Cost	Type of Material
1343-8	5.55	soft cover
1344-6	1.45	instructor's guide

Skill Area: Mathematics Voc. Area: Food service

Title: Math Principles for Food Service Occupations

Author(S): Robert G. Harnes Date: 1979

Description:

This text is designed to provide the student with a thorough understanding of the basic math concepts involved in a food service operation. The emphasis is placed on methods used to solve mathematical problems that relate to food service situations.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.
Cat. p. 37 (date 1980)

Catalogue No.	Cost	Type of Material
1680-1	4.80	soft cover
1681-7	1.45	instructor's guide

Skill Area: Mathematics Voc. Area: General - business

Title: Business Mathematics, 8th Ed.

Author(s): R. R. Rosenberg, H. Lewis, & R. Poe Date: 1975

Description:

The case approach used in this text enables the students to relate mathematical skills to real-life situations. Problems on fundamental skills help students review the basics. The S1 system of measurements and conversion tables are also included.

Publisher abbrev. Gregg Catalogue title: Bus. Office & Handling

Cat. p. 13 (date 1980)

Catalogue No.	Cost	Type of Material	
53700-3	9.24	text	
53701-1	3.84	workbook	
53702-x	.99	textx	
53704-6	2.36	teacher's key to workbook & texts	
53703-8	11.16	teacher's edition of text	
53775-5	9.12	text	same book, 7th ed. 1968
53776-3	3.93	workbook	
53778-x	11.16	teacher's edition	
53777-1	1.23	tests	
53784-4	3.16	teacher's key	

Skill Area: Mathematics Voc. Area: General - business

Title: Math for Business Careers

Author(S): H. Huffman, R. Twiss & H. Williams Date: 1975

Description:

This basic business mathematics text helps 9th and 10th grade students develop the computational skills needed for entry-level jobs in a variety of careers and for managing their own money. Included are exercises which develop mathematical skills in realistic vocational settings.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing

Cat. p. 13 (date 1980)

Catalogue No.	Cost	Type of Material
31121-8	9.18	text
31122-6	3.93	performance guide
31124-2	4.76	teacher's manual and key with tests

Skill Area: Mathematics Voc. Area: General - business

Title: Business Mathematics: Exercises, Problems and Tests

Author(s): R. R. Rosenberg Date: 1970 (3rd ed.)

Description:

none given

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing

Cat. p. 14 (date 1980)

Catalogue No.	Cost	Type of Material
53772-0	5.22	text
53773-9	free	timed tests
53774-7	3.60	teacher's key

Skill Area: Mathematics Voc. Area: Business - general

Title: Business Math on the Job

Author(S): R. R. Rosenberg & J. Sexton Date: 1969

Description:

Centered around the activities of a retail furniture store, this practice set involves the student as a part-time employee. Discounts, markups, notes, depreciation, taxes and various aspects of cash control are experienced by students as they are exposed to different departments line shipping and receiving, purchasing, sales, and accounting. Necessary forms are provided.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing

Cat. p. 14 (date 1980)

Catalogue No.	Cost	Type of Material
53770-4	4.11	practice set
53771-2	2.80	teacher's manual and key

Skill Area: Mathematics Voc. Area: General - business

Title: Principles of Business Mathematics Using the Electronic Calculator

Author(s): H. Huffman & L. Fiber Date: 1978

Description:

This text-workbook is specifically designed to help students acquire the mathematical and computational skills needed for top-notch job performance in the business world. A variety of business-oriented exercises and realistic consumer and job applications is included as well as a comprehensive review of rational numbers, percentage, estimation, and SI metric measurements.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing
Cat. p. 14 (date 1980)

Catalogue No.	Cost	Type of Material
30890-x	7.96	text-workbook
30891-8	6.00	instructor's manual & key

Skill Area: Mathematics Voc. Area: Marketing

Title: Mathematics in Marketing

Author(S): W. Logan & H. Freeman Date: 1978

Description:

This text-workbook presents the basics of math as applied to a variety of marketing jobs, including writing sales checks, making changes, and taking inventory. Metrics and work problems are also included.

Publisher abbrev. Gregg Catalogue title: Bus., Office, & Marketing
Cat p. 100 (date 1980)

Catalogue No.	Cost	Type of Material
38462-2	4.11	text
38463-0	2.40	teacher's manual and key
86472-1	105.00	transparencies for the basic and social skills

Skill Area: Mathematics Voc. Area: General - business

Title: Business Mathematics, 8th Ed.

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Description:

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Publisher abbrev. Gregg Catalogue title: Bus. Office & Handling

Cat. p. 13 (date 1980)

Catalogue No.	Cost	Type of Material	
53700-3	9.24	text	
53701-1	3.84	workbook	
53702-x	.99	text	
53704-6	2.36	teacher's key to workbook & texts	
53703-8	11.16	teacher's edition of text	
53775-5	9.12	text	same book, 7th ed. 1968
53776-3	3.93	workbook	
53778-x	11.16	teacher's edition	
53777-1	1.23	tests	
53784-4	3.16	teacher's key	

Skill Area: Mathematics Voc. Area: General - business

Title: Math for Business Careers

Author(S): H. Huffman, R. Twiss & H. Williams Date: 1975

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Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing

Cat. p. 13 (date 1980)

Catalogue No.	Cost	Type of Material
31121-8	9.18	text
31122-6	3.93	performance guide
31124-2	4.76	teacher's manual and key with tests

Skill Area: Mathematics Voc. Area: General - business

Title: Mathematics for Business Occupations

Author(s): H. Huffman, R. Twiss, L. Whale Date: 1968 (3rd ed.)

Description:

none given

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing

Cat. p. 14 (date 1980)

Catalogue No.	Cost	Type of Material
31062-9	9.27	text
31063-7	4.02	workbook
31063-5	1.20	tests
31065-3	4.60	teacher's manual & key

Skill Area: Mathematics Voc. Area: General - business

Title: Business Math/30

Author(S): R. R. Rosenberg & C. G. Alvey Date: 1976

Description:

This text-workbook is a basic math review that's designed to help students acquire computation skills required in the office. It includes a section on using metric (SI) measurements and information on the mathematics of data processing.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing

Cat. p. 14 (date 1980)

Catalogue No.	Cost	Type of Material
53802-6	4.20	text-workbook
53803-4	3.16	teacher's manual and key

Skill Area: Mathematics Voc. Area: General - business

Title: Business Mathematics: Exercises, Problems and Tests

Author(s): R. R. Rosenberg Date: 1970 (3rd ed.)

Description:

none given

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing

Cat. p. 14 (date 1980)

Catalogue No.	Cost	Type of Material
53772-0	5.22	text
53773-9	free	timed tests
53774-7	3.60	teacher's key

Skill Area: Mathematics Voc. Area: Business - general

Title: Business Math on the Job

Author(S): R. R. Rosenberg & J. Sexton Date: 1969

Description:

Centered around the activities of a retail furniture store, this practice set involves the student as a part-time employee. Discounts, markups, notes, depreciation, taxes and various aspects of cash control are experienced by students as they are exposed to different departments line shipping and receiving, purchasing, sales, and accounting. Necessary forms are provided.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing

Cat. p. 14 (date 1980)

Catalogue No.	Cost	Type of Material
53770-4	4.11	practice set
53771-2	2.80	teacher's manual and key

Skill Area: Mathematics Voc. Area: Business - general

Title: Marketing Math

Author(s): Stull Date: 1979

Description:

This soft-cover publication presents basic mathematics in a marketing environment. Students will acquire the computational competencies needed for entry and advancement in a career in marketing and distribution. The text is designed in a logical manner, beginning with a basic math skill review followed by the mathematics involved in ordering, receiving, recording merchandise, pricing, daily calculations in marketing, and inventory procedures. It concludes with a chapter dealing with the mathematics involved in determining income and loss. A basic skill pre-test is included.

Publisher abbrev. South-Western Catalogue title: Textbooks and Supplementary Materials

Cat. p.56 (date 1980)

Catalogue No.	Cost	Type of Material
D17	4.11	text-workbook

Skill Area: Mathematics Voc. Area: Business - general

Title: Vocational Mathematics for Business, 2nd edition

Author(S): Nartinka Date: 1978

Description:

This combination text-workbook covers decimals, fractions, equivalents, percentages, weight and measurements. Business applications of the mathematical fundamentals are presented in the last half of the book dealing with checking accounts, interest computations, cash and trade discounts, sales, payroll, time payment plans and commercial loans. A new chapter on inventory evaluation, cost of goods sold and depreciation is included. Self-check answers are provided to make this book ideal for individualized as well as group instruction.

Publisher abbrev. South-Western Catalogue title: Textbooks and Supplementary Materials

Cat. p.59 (date 1980)

Catalogue No.	Cost	Type of Material
M06	4.38	text-workbook
M06A	.48	achievement tests (1-14) and final exam

Skill Area: Mathematics and language Voc. Area: General-business

Title: Office Skills 1: Language and Math Practice

Author(s): Phyllis Morrison Date: 1978

Description:

This text is a self-study skills development book that provides students with opportunities to drill in math and language.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing
Cat. p. 14 (date 1980)

Catalogue No.	Cost	Type of Material
43233-3	2.40	text

Skill Area: Mathematics Voc. Area: Business

Title: Business Mathematics

Author(s): Milton C. Olson & F. Barry Haber Date: 1980

Description:

A text workbook designed for use in a first course in business mathematics. It provides the student the basic understanding of business math including metrics, percentages, interest, credit, insurance, taxes, and so forth.

Publisher abbrev. Bobbs Catalogue title: Bus. Ed. Fashion Mdse., Health Occ., Hospitality Mgnt
(date 1980)

Catalogue No.	Cost	Type of Material
97327	To be announced	Text
97328	To be announced	Answer Key

Type of Mat.: I

Skill Area: Mathematics Voc. Area: General--Consumer & Business

Title: Plan Consumer, Applied & Business Math

Author(S): none given Date: none given

Description:

This is an individualized classroom management system involving student activities. Topics include wages and budgets, buying and selling, insurance, mailing and shipping, home decorating and cooking, sports, solving word problems, banking, loans and interest, charge accounts, and taxes.

Publisher abbrev. Career Catalogue title: Voc. Occup. & Adult Ed.
Cat. p. 57 (date 1979-80)

Catalogue No.	Cost	Type of Material
WL 29A000	$109.50	kit

Skill Area: Mathematics Voc. Area: Business

Title: Maticas Para El Comercio

Author(s): R. Robert Rosenberg Date: 1966

Description:

This is a text in Spanish for business mathematics that contains exercises, problems, and tests.

Publisher abbrev. Gregg Catalogue title: Bus., Office, & Marking/ Dist. Ed.
(date 1980)

cat. pp.73

Catalogue No.	Cost	Type of Material
53812-3	$ 5.99	Text
53813-1	7.20	Instructors Guide

Skill Area: Mathematics Voc. Area: Business

Title: Business Math/Related Rules

Author(s): none given Date: none given

Description:

This text covers fractions, interest, decimals, discounts, ten key adding machines, percentages and calculation of depreciation by methods other than straight line.

Publisher abbrev. Wisconsin Catalogue title: Vocational Materials

(date 1978)

Catalogue No.	Cost	Type of Material
1	5.50	text

Skill Area: Mathematics Voc. Area: Business

Title: Business Math for Everyday Life

Author(s): none given Date: none given

Description:

This unit is to provide supplemental information and exercises to aid in the development of basic everyday skills in business math. Topics covered include check writing, wages, installment buying, budgets, home and the automobile expenses and metrics.

Publisher abbrev. Clemson Catalogue title: Instructional Materials

Cat. p. 25 (date 1979)

Catalogue No.	Cost	Type of Material
7/6-8/77	6.00	complete unit
7/6/77	2.00	student manual
7/7/77	1.00	teacher key
7/8/77	3.50	transparencies

Skill Area: Mathematics Voc. Area: Office Workers

Title: Practical Problems in Mathematics: Office Workers

Author(s): none given Date: 1977

Description:

none given

Publisher abbrev. Hobar Catalogue title: Catalog of Instructional Mats. for Shop Courses
Cat. p. 7 (date 1979-80)

Catalogue No.	Cost	Type of Material
1612-7	5.20	text
1613-5	1.35	instructor's guide

Skill Area: Mathematics Voc. Area: Office workers

Title: Practical Problems in Mathematics for Office Workers

Author(S): Joan Briggaman Date: 1977

Description:

This text-workbook provides students with experience in applying basic math principles to office regulated situations. Topics include: four basic math operations as applied to whole numbers, fractions and decimals; accounting procedures using actual business forms; and an introduction to data processing. Presented throughout is information on various career opportunities in office work.

Publisher abbrev. Delmar Catalogue title: Voc., Tech., & Indust. Ed.
Cat. p.16 (date 1980)

Catalogue No.	Cost	Type of Material
1612-7	4.20	soft cover
1613-5	1.45	instructor's guide

Type of Mat.: T

Skill Area: Mathematics Voc. Area: General - business

Title: Principles of Business Mathematics Using the Electronic Calculator

Author(s): H. Huffman & L. Fiber Date: 1978

Description:

This text-workbook is specifically designed to help students acquire the mathematical and computational skills needed for top-notch job performance in the business world. A variety of business-oriented exercises and realistic consumer and job applications is included as well as a comprehensive review of rational numbers, percentage, estimation, and SI metric measurements.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing
Cat. p. 14 (date 1980)

Catalogue No.	Cost	Type of Material
30890-x	7.96	text-workbook
30891-8	6.00	instructor's manual & key

Skill Area: Mathematics Voc. Area: Business

Title: College Business Mathematics

Author(S): Harry D. Lewis Date: 1976

Description:

This text develops the student's proficiency in mathematics and math concepts through the use of small electronic calculators--while minimizing time spent on paper and pencil mechanics. Emphasis is on the understanding of math processes as they relate to day-to-day business problems.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.
Cat. p. 14 (date 1980)

Catalogue No.	Cost	Type of Material
0289-4	9.00	soft cover
0290-8	2.75	instructor's guide
0299-1	2.10	test booklet
1879-0	free w/0299-1	answers to test booklet

Skill Area: Mathematics Voc. Area: General - technical

Title: Basic Technical Mathematics

Author(s): Thomas P. Zurflieh Date: 1974

Description:

This comprehensive, pre-calculus text is designed to help vocational and technical students understand basic principles of algebra and trigonometry and apply them to solve practical problems. Numerous problems and exercises stress basic algebraic manipulations, use of symbology, pattern recognition and analysis. Definitions, formulas, and examples are presented with everyday applications.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed.
Cat. p. 63 (date 1980)

Catalogue No.	Cost	Type of Material
73595-6	14.36	text
73599-9	2.00	instructor's manual and answer key

Skill Area: Mathematics Voc. Area: Industrial

Title: Basic Industrial Mathematics

Author(S): Dow Education Systems Date: 1972

Description:

This text-workbook, written in the language of the tradesman, provides a solid background in basic mathematical skills. Ideal for vocational students, the text contains practical job-oriented problems and sample problems illustrating each principle. Skills needed in both structural and mechanical trades are included. Special emphasis is given to right triangle relationships.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed.
Cat. p. 59 (date 1980)

Catalogue No.	Cost	Type of Material
17660-4	8.76	text/workbook

Skill Area: Mathematics Voc. Area: General - shop

Title: Practical Shop Mathematics

Author(S): J. H. Wolfe, E. R. Phelps Date: 1959

Description:

The table of contents includes rational numbers; micrometers, verniers and bevel protractors; algebra; gear ratio and lead screws; plain and differential indexing; slide rule; geometry; trigonometry; Greek alphabet, and formulas.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed.
Cat. p. 63 (date 1980)

Catalogue No.	Cost	Type of Material
71358-8	9.00	text
71393-6	1.50	answer key

Skill Area: Mathematics Voc. Area: Shop

Title: Mathematics of the Shop

Author(S): F. J. McMackin, J. H. Shaver, R. E. Weber & R. D. Smith Date: 1978

Description:

This text provides the student with mathematical material consistent with current industry trends. Topics include: applied general mathematics, the use of the slide rule, micrometer, vernier caliper protraction, and carpenter's square, and also, fundamentals of algebra, geometry and trigonometry. This combination of math fundamentals and shop exercises will enable the student to apply acquired knowledge to future activities in the building, electrical and machine shop trades.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.
Cat. p. 56 (date 1980)

Catalogue No.	Cost	Type of Material
1297-0	9.90	hard cover
1298-9	1.45	instructor's guide

Skill Area: Mathematics Voc. Area: Industry - general

Title: Mathematics for Industrial Careers

Author(s): Bertrand B. Singer Date: 1974

Description:

With this text, students of trade subjects focus on the functional role of mathematics as a problem-solving tool in the industrial trades. In the context of a sequential concise in electricity, electronics, and metal trades, students are shown how to apply basic math operations to solve industry-related problems in such areas as carpentry, auto mechanics, and plumbing.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed.
Cat. p. 62 (date 1980)

Catalogue No.	Cost	Type of Material
57475-8	7.89	text
57476-6	1.29	answers

Skill Area: Mathematics Voc. Area: Electronics

Title: Mathematics: Outlint & Review Problems for Basic Electronics

Author(S): Bernard Grob Date: 1977

Description:

Useful as a math text, as a review book, for remedial math programs, and as a supplementary reading for the electricity and electronics student, it incorporates a single-concept approach to help students gain a practical, step-by-step approach to understanding the subject.

Publisher abbrev. Gregg Catalogue title: Trade & Tech. Ed.
Cat. p. 33 (date 1980)

Catalogue No.	Cost	Type of Material
24924-5	3.96	text

Skill Area: Mathematics Voc. Area: Technology - elec. or mech.

Title: Technical Mathematics with Calculus

Author(s): H. S. Rice, R. M. Knight Date: 1975

Description:

Emphasizing the use of mathematical techniques applicable to electrical, mechanical, and other technologies, this text incorporates a multitude of problems, with and without solutions. Coverage includes calculus and techniques of integration and differentiation.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed.
Cat. p. 61-62 (date 1980)

Catalogue No.	Cost	Type of Material
52205-7	15.16	text
52206-5	2.40	instructor's manual
52207-3	1.60	answer key

Skill Area: Mathematics Voc. Area: Technology

Title: Calculus and Analytic Geometry

Author(S): Harold Schachter Date: 1972

Description:

Presenting an intuitive rather than a vigorous approach to basic calculus and analytic geometry, this readable text is well suited for technicians and other non mathematics majors. The text includes illustrative examples and applications are stressed.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed.
Cat. p. 62 (date 1980)

Catalogue No.	Cost	Type of Material
55056-5	15.16	text
55057-3	1.60	answers

Skill Area: Mathematics Voc. Area: Plumbers and pipe fitters

Title: Mathematics for Plumbers and Pipe Fitters

Author(s): B. F. D'Arcangelo, B. D. D'Arcangelo, and J. R. Ernest Date: 1973

Description:

This text-workbook includes the essential mathematics required by the plumber and pipe fitter apprentice. This highly illustrated text combines math principles and practical problems; and includes pipe length calculations, sheet lead work, volumes, pressures, capacities, heating and builders level.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.
Cat. p. 25 (date 1980)

Catalogue No.	Cost	Type of Material
0291-6	4.65	soft cover
0292-4	1.45	answer book

Skill Area: Mathematics Voc. Area: Technolgy

Title: Maticas Tecnicas

Author(s): Harold C. Rice & Raymond M. Knight Date: 1973

Description:

This is an introductory text that covers algebra, geometry, and trigenometry with and emphasis on problem solving. It is written in Spanish for technical mathematics.

Publisher abbrev. Gregg Catalogue title: Trade & Tech. Ed.
(date 1980)
cat pp.80

Catalogue No.	Cost	Type of Material
52184-0	&13.56	Text

Skill Area: Mathematics Voc. Area: Industrial

Title: Basic Industrial Mathematics, Metric Edition

Author(s): Robert M. Johnson, Patricia Tibbits Date: 1979

Description:

This text-workbook helps students become proficient technicians in the structural, mechanical and maintenance trades. Besides introducing students to the metric system, it enables them to move with ease between this system and the English system. Sample problems and applications are included.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed.
Cat. p. 60 (date 1980)

Catalogue No.	Cost	Type of Material
32671-1	7.96	text-workbook
32672-x	3.96	answers to even-numbered problems

Skill Area: Mathematics Voc. Area: Technical

Title: Elementary Mathematics for the Technician

Author(S): Edwin M. Hemmerling Date: 1974

Description:

Written for beginning technical math students or for students who require remedial instruction, this basic text covers the essentials of arithmetic, the slide rule, elementary and advanced algebra, basic concepts of plane geometry, mensuration of plane and solid geometric figures, logarithms, and a brief introduction to trigonometry.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed.
Cat. p. 60 (date 1980)

Catalogue No.	Cost	Type of Material
28074-6	13.56	text
28075-4	1.60	answers to even-numbered problems

Skill Area: Mathematics Voc. Area: Automechanics

Title: Mathematics for Auto Mechanics

Author(s): T. G. Hendrix & C. S. LaFevor Date: 1978

Description:

This text provides an introduction to the math skills needed by the auto mechanic. The presentation of basic math operations is combined with practical problems from the field of auto mechanics. Also included is metric measurement, algebra, geometry and trigonometry.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.
Cat. p. 8 (date 1980)

Catalogue No.	Cost	Type of Material
1630-5	6.15	soft cover
1631-3	1.45	instructor's guide

Skill Area: Mathematics Voc. Area: Automotive technicians

Title: Practical Problems in Mathematics for Automotive Technicians

Author(S): George Moore Date: 1979

Description:

This workbook is designed to provide practical experience in solving automotive problems using basic mathematical concepts. The problems cover situations encountered by automotive technicians in daily routines as well as those encountered by specialists. The text includes the use of both metric and English systems of measurement, frequent illustrations and a glossary of automotive terms.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.
Cat. p. 7 (date 1980)

Catalogue No.	Cost	Type of Material
1273-3	3.00	soft cover
1274-1	1.45	instructor's guide

Skill Area: Mathematics Voc. Area: Auto Technician

Title: Practical Problems in Mathematics Series Auto Technicians

Author(s): none given Date: 1979

Description:

none given

Publisher abbrev. Hobar Catalogue title: Instructional Materials for Shop Courses

(date 1979-80)

Catalogue No.	Cost	Type of Material
1273-3	5.20	text
1274-1	1.35	instructor's guide

Skill Area: Mathematics Voc. Area: Technology - elec. or mech.

Title: Technical Mathematics with Calculus

Author(s): H. S. Rice, R. M. Knight Date: 1975

Description:

Emphasizing the use of mathematical techniques applicable to electrical, mechanical, and other technologies, this text incorporates a multitude of problems, with and without solutions. Coverage includes calculus and techniques of integration and differentiation.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed.

Cat. p. 61-62 (date 1980)

Catalogue No.	Cost	Type of Material
52205-7	15.16	text
52206-5	2.40	instructor's manual
52207-3	1.60	answer key

Skill Area: Mathematics Voc. Area: Carpentry

Title: Mathematics for Carpenters

Author(s): Robert Bradford Date: 1975

Description:

This text combines the mathematical concepts found in every phase of carpentry work, with information on the methods, practices, and tools of carpentry and metric information. The Appendix of the text includes a glossary of carpentry and mathematical terms and measurement conversion tables.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.
Cat. p. 20 (date 1980)

Catalogue No.	Cost	Type of Material
1116-8	6.45	soft cover
1117-6	1.45	instructor's guide

Skill Area: Mathematics Voc. Area: Carpentry

Title: Practical Problems in Mathematics for Carpenters

Author(S): Harry C. Hirth Date: 1979

Description:

This workbook provides practical experience in solving occupationally related problems using basic math principles. The use of both metric and English systems of measurement is included.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.
Cat. p. 20 (date 1980)

Catalogue No.	Cost	Type of Material
1275-7	3.90	soft cover
1276-8	1.45	instructor's guide

Skill Area: Mathematics Voc. Area: Carpentry

Title: Practical Problems in Mathematics for Carpenters

Author(s): none given Date: 1979

Description:

none given

Publisher abbrev. Hobar Catalogue title: Catalog of Instructional Mats. for Shop Courses (date 1979-80)

Catalogue No.	Cost	Type of Material
1275-7	5.00	text
1276-8	1.35	instructor's guide

Skill Area: Mathematics Voc. Area: Carpentry

Title: Related Mathematics for Carpenters

Author(s): P. Reband Date: not given

Description:

This text reviews basic mathematics and applies it to practical carpentry. It includes measuring accuracy, metrics, missing dimensions, complex areas, footings, and foundations.

Publisher abbrev. Am. Tech. Catalogue title: Am. Tech. 1980 Cat. Cat. p. 3 (date 1980)

Catalogue No.	Cost	Type of Material
2332-1	3.56	heavy paper cover
2333-x	none	answer key

Skill Area: Mathematics Voc. Area: Engineering

Title: Problem Solving with Computers

Author(s): Paul Calter Date: 1973

Description:

Here is an applications-oriented text designed to teach students how to use a computer to solve practical technical problems. It explains all of the mathematical operations necessary to set up a problem so that a computer can be used to find the solution. Once the numerical methods are explained, Calter applies them to solving practical problems. Exercises and projects throughout reflect many different technologies.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed.
Cat. p. 59 (date 1980)

Catalogue No.	Cost	Type of Material
09648-1	9.56	text
09649-x	2.50	instructor's manual

Skill Area: Mathematics Voc. Area: Engineering

Title: Technical Mathematics

Author(S): H. S. Rice, R. M. Knight Date: 1973

Description:

This introductory mathematics text is designed for beginning engineering technology students. Emphasizing problem solving, it teaches them to grasp fundamentals. Topics include algebra, geometry and trigonometry, and also problems reflecting practical situations. Once students have completed the course, they will be prepared for calculus.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed.
Cat. p. 61 (date 1980)

Catalogue No.	Cost	Type of Material
52200-6	13.56	text
52201-4	2.00	instructor's manual
52202-2	2.00	answer key

Skill Area: Mathematics Voc. Area: Mechanical drafting

Title: Practical Problems in Mathematics for Mechanical Drafting

Author(S): John C. Larkin Date: 1979

Description:

This workbook contains problems, illustrations, and drawings which demonstrate various situations for interpretation by the mechanical drafting student.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.
Cat. p. 27 (date 1980)

Catalogue No.	Cost	Type of Material
1670-4	4.80	soft cover
1671-2	1.45	instructor's guide

Skill Area: Mathematics Voc. Area: Mechanical Drafting

Title: Practical Problems in Mathematics: Mechanical Drafting

Author(s): none given Date: 1979

Description:

none given

Publisher abbrev. Hobar Catalogue title: Catalog of Instructional Mats. for Shop Courses
Cat. p. 7 (date 1979-80)

Catalogue No.	Cost	Type of Material
1670-4	5.60	text
1671-2	1.35	instructor's guide

Skill Area: Mathematics Voc. Area: Drafting

Title: Metric Practices in Drafting

Author(s): Dr. John R. Lindbeck Date: 1979

Description:

This book introduces the metric system and its use in drafting. The book describes the SI metric system, the most often used metric units, and how to use metric measurement. Information on metric drafting tools and equipment, dimensioning and design and drafting practices are thoroughly covered.

Publisher abbrev. Bennett Catalogue title: Industrial Education

(date Spring 1980)

Catalogue No.	Cost	Type of Material
298-9	1.98	book

Skill Area: Mathematics Voc. Area: Electricity

Title: Mathematics for Electricians

Author(s): Martin H. Kuehn Date: 1949

Description:

Comprehensive table of contents given which included a review of mathematics and problem applications in the field of electricity.

Publisher abbrev. Gregg Catalogue title: Trade & Tech. Ed.
Cat. p.49 (date 1980)

Catalogue No.	Cost	Type of Material
35599-1	13.56	text

Skill Area: Mathematics Voc. Area: Electronics

Title: Basic Mathematics for Electronics

Author(S): Nelson M. Cooke & H. F. R. Adams Date: 1976

Description:

This text presents a survey of mathematics for electronics students using 51 metric units and standards as practiced by the electronics industries. This text also features Boolean algebra and computer math, and examples and problems reflecting practices in the electronics industry.

Publisher abbrev. Gregg Catalogue title: Trade & Tech. Ed.
Cat. p. 49 (date 1980)

Catalogue No.	Cost	Type of Material
12512-0	13.80	text
00305-x	5.56	study guide
12513-9	2.36	answers to even-numbered problems

Skill Area: Mathematics Voc. Area: Electronics

Title: Basic Electronics Math with a Scientific Calculator

Author(s): Edward M. Noll Date: 1977

Description:

This book discusses the operation of a calculator and its use in solving series and parallel circuit problems; Ohm's law; dc circuits; ac circuits; RC, RL and RLC problems; resonance; filterning; biasing; and more.

Publisher abbrev. Bobbs Catalogue title: Indust. Arts, Voc. Occup. & Career
Cat. p. 34 (date 1980)

Catalogue No.	Cost	Type of Material
21425	not given	soft bound

Skill Area: Mathematics Voc. Area: Electronics

Title: Electronics Math

Author(s): Alan Andrews & Arthur Hundley Date: 1979

Description:

This book will show students how to solve any practical electronics problem. It covers the math most often used in electronics--arithmetic, algebra, trigonometry and logarithms. There are separate chapters on units of measurement, Ohm's law, inductance, capacitance, power supplies, fuses and transistors, antennas, and more.

Publisher abbrev. Bobbs Catalogue title: Indust. Arts, Voc. Occup. & Career
Cat. p. 44 (date 1980)

Catalogue No.	Cost	Type of Material
21152	not given	soft bound

Skill Area: Mathematics Voc. Area: Electricity

Title: Practical Problems in Mathematics: Electricians

Author(s): none given Date: 1973

Description:

none given

Publisher abbrev. Hobar Catalogue title: Catalog of Instructional Mats. for Shop Courses (date 1979-80)

Catalogue No.	Cost	Type of Material
0277-0	3.80	text
0278-9	1.30	instructor's guide

Skill Area: Mathematics Voc. Area: Electricians

Title: Practical Problems in Mathematics for Electricians

Author(s): Thomas S. Kubala Date: 1973

Description:

This write-in workbook covers arithmetic, special problems on Ohm's law, power formulas, measurement, and triangles. It is designed to meet the needs of today's electricians.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed. Cat. p. 35 (date 1980)

Catalogue No.	Cost	Type of Material
0277-0	2.85	soft cover
0278-9	1.35	instructor's guide

Skill Area: Mathematics Voc. Area: Electronics & Electricity

Title: Basic Mathematics for Electricity and Electronics

Author(s): Bertrans B. Singer Date: 1978

Description:

This text offers electrical students at the secondary and post-secondary levels a practical course in applied mathematics. The text integrates basic math and electrical principles, and then applies these concepts to the solution of typical electrical installation and equipment servicing problems.

Publisher abbrev. Gregg Catalogue title: Trade & Tech. Ed.
Cat. p. 49 (date 1980)

Catalogue No.	Cost	Type of Material
57472-3	12.20	text
57473-1	3.16	instructor's manual & key

Skill Area: Mathematics Voc. Area: Electronics

Title: Calculus for Electronics

Author(S): A. E. Richmond Date: 1972

Description:

This text presents differential calculus as applied to electric and electronic circuits. Coverage includes basic calculus, partial derivatives, double integrals, infinite series, semiconductor device characteristics, and an introduction to differential equations.

Publisher abbrev. Gregg Catalogue title: Trade & Tech. Ed.
Cat. p. 49 (date 1980)

Catalogue No.	Cost	Type of Material
52351-7	13.56	text
52352-5	1.50	answer key

Skill Area: Mathematics Voc. Area: Electronics

Title: Arithmetic Review for Electronics

Author(s): Nelson M. Cooke & H. F. R. Adams Date: 1968

Description:

This arithmetic review is helpful to the great number of technicians and students who need to brush up before applying themselves to systematic advanced study.

Publisher abbrev. Gregg Catalogue title: Trade & Tech. Ed.
Cat. p. 48 (date 1980)

Catalogue No.	Cost	Type of Material
12516-3	9.56	text
12517-1	.80	answers

Skill Area: Mathematics Voc. Area: Electronics

Title: Mathematics: Outlint & Review Problems for Basic Electronics

Author(S): Bernard Grob Date: 1977

Description:

Useful as a math text, as a review book, for remedial math programs, and as a supplementary reading for the electricity and electronics student, it incorporates a single-concept approach to help students gain a practical, step-by-step approach to understanding the subject.

Publisher abbrev. Gregg Catalogue title: Trade & Tech. Ed.
Cat. p. 33 (date 1980)

Catalogue No.	Cost	Type of Material
24924-5	3.96	text

Skill Area: Mathematics Voc. Area: Printing

Title: Practical Problems in Mathematics: Printers

Author(s): none given Date: 1976

Description:

none given

Publisher abbrev. Hobar Catalogue title: Catalog of Instructional Mats. for Shop Courses

Cat. p. 7 (date 1979-80)

Catalogue No.	Cost	Type of Material
1280-6	5.40	text
1286-5	1.35	instructor's guide

Skill Area: Mathematics Voc. Area: Printers

Title: Practical Problems in Mathematics for Printers

Author(s): James DeLuca Date: 1976

Description:

This text-workbook provides practical experience in solving print-related problems using basic math principles. It includes cold-type and photo composition material. It also provides examples of the relationship of the craft and printing with the areas of copy, camera, typography and press work.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.

Cat. p. 18 (date 1980)

Catalogue No.	Cost	Type of Material
1280-6	4.20	soft cover
1286-5	1.45	instructor's guide

Skill Area: Mathematics Voc. Area: Masonry

Title: Practical Problems in Mathematics: Masons

Author(s): none given Date: 1973

Description:

none given

Publisher abbrev. Hobar Catalogue title: Catalog of Instructional Mats. for Shop Courses

Cat. p. 7 (date 1979-80)

Catalogue No.	Cost	Type of Material
0283-5	3.80	text
0284-3	1.35	instructor's guide

Skill Area: Mathematics Voc. Area: Masonry

Title: Practical Problems in Mathematics for Masons

Author(S): John E. Ball Date: 1973

Description:

This write-in workbook contains problems and achievement reviews. It covers arithmetic and metric measurements as applied to masonry trades.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.

Cat. p. 24 (date 1980)

Catalogue No.	Cost	Type of Material
0283-5	2.85	soft cover
0284-3	1.35	instructor's guide

Skill Area: Mathematics Voc. Area: Machinists

Title: Practical Problems in Mathematics for Machinists

Author(s): Edward Hoffman Date: 1980

Description:

This text-workbook provides an approach to the mastery of the basic skills in mathematics and applies them to problems often encountered by the machinist.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.
Cat. p. 57 (date 1980)

Catalogue No.	Cost	Type of Material
1281-4	in press	soft cover
1282-2	in press	instructor's guide

Skill Area: Mathematics Voc. Area: Machinery

Title: Practical Problems in Mathematics: Machinists

Author(s): none given Date: 1973

Description:

none given

Publisher abbrev. Hobar Catalogue title: Catalog of Instructional Mats. for Shop Courses
Cat. p. 7 (date 1979-80)

Catalogue No.	Cost	Type of Material
0281-9	4.80	text
0282-7	1.35	instructor's guide

Skill Area: Mathematics Voc. Area: Machine technology

Title: Mathematics for Machine Technology

Author(S): Robert Smith Date: 1974

Description:

This text presents machine processes, principles and functions through the use of arithmetic, algebra and geometry. This formal math is then used in hands-on machine shop problems and applications. The student is introduced to numerical controls through geometry and trigonometry concepts.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.
Cat. p. 55 (date 1980)

Catalogue No.	Cost	Type of Material
1198-2	6.45	soft cover
1199-0	1.45	instructor's guide

Skill Area: Mathematics Voc. Area: Machine Shop

Title: Shop Mathematics, 5th ed.

Author(s): C. A. Felker, J. G. Bradley Date: 1976

Description:

This book puts stress on practical shop applications and integrates the metric system with the English system throughout the book. It is specifically designed for machine shop students. It is job oriented and stresses easily learned rules of thumb. The book also provides numerous working examples of these rules.

Publisher abbrev. Bruce Catalogue title: flier
(date)

Catalogue No.	Cost	Type of Material
81629	8.96	text

52

Skill Area: Mathematics Voc. Area: Sheet metal

Title: Precision Sheet Metal Training: Mathematics

Author(S): Richard S. Budzik Date: 1969

Description:

This book explains basic mathematical principles and their applications to shop problems. It reviews all operations with rational numbers and presents applicable principles of mensuration, geometry, and trigonometry. It shows how they are applied to the problems and formulas of precision sheet metal work, and it emphasizes bending allowances and determining blank spaces.

Publisher abbrev. Bobbs Catalogue title: Indust. arts, Voc. Occup. & Career
Cat. p. 52 (date 1980)

Catalogue No.	Cost	Type of Material
20683	not given	hard bound
20684		student's workbook
20685		instructor's guide

Skill Area: Mathematics Voc. Area: Welding

Title: Practical Problems in Mathematics: Welders

Author(s): none given Date: 1975

Description:

none given

Publisher abbrev. Hobar Catalogue title: Catalog of Instructional Mats. for Shop Courses
Cat. p. 7 (date 1979-80)

Catalogue No.	Cost	Type of Material
0262-2	5.80	text
0253-0	1.35	instructor's guide

Skill Area: Mathematics Voc. Area: Sheet Metal

Title: Practical Problems in Mathematics: Sheet Metal Technicians

Author(s): none given Date: 1973

Description:

none given

Publisher abbrev. Hobar Catalogue title: Catalog of Instructional Mats. for Shop Courses
Cat. p. 7 (date 1979-80)

Catalogue No.	Cost	Type of Material
0287-8	4.60	text
0288-6	1.35	instructor's guide

Skill Area: Mathematics Voc. Area: Sheet metal

Title: Mathematics for Sheet Metal Fabrication

Author(s): none given Date: 1970

Description:

This text-workbook applies mathematics concepts to related problems. It includes fractions, decimals, linear measure, averages, geometry, algebraic equations, ratio, proportions, perimeters, area, volume measurement, special formulas, trigonometry and graphs.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.
Cat. p. 55 (date 1980)

Catalogue No.	Cost	Type of Material
0295-9	6.00	soft cover
0296-7	1.45	answer book

Skill Area: Mathematics Voc. Area: Welding

Title: Practical Problems in Mathematics for Welders

Author(s): Frank R. Schell & Bill J. Matlock Date: 1975

Description:

In this text-workbook, practical problems are presented that give the student an opportunity to gain skills in applying mathematics principles to a wide range of situations encountered by welders on a day-to-day basis.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.
Cat. p. 64 (date 1980)

Catalogue No.	Cost	Type of Material
0262-2	4.50	soft cover
0263-0	1.45	instructor's guide

Skill Area: Mathematics Voc. Area: Sheet Metal

Title: Practical Problems in Mathematics for Sheet Metal Technicians

Author(S): F. Schumacher Date: 1973

Description:

Contains fractions, decimals, linear and angular measure, ratio, averages, percentage, proportion, money, perimeter, area, volume, allowances and stretch outs, pieces and lengths, trigonometric functions, graphs and metric system.

Publisher abbrev. Delmar Catalogue title: Voc., Tech. & Indust. Ed.
Cat. p. 60 (date 1980)

Catalogue No.	Cost	Type of Material
0287-8	3.60	soft cover
0288-6	1.45	instructor's guide

3

Selected Instructional Materials Focusing on Reading Skills in Vocational Education

Skill Area: Reading Voc. Area: General

Title: Basic Skills in Reading Series

Author(s): none given Date: none given

Description:

This series of six topics contains work on newspapers, advertisements, instructions, forms, announcements and messages, and travel information.

Publisher abbrev. Cebco Catalogue title: Flier

(date 1980)

Catalogue No.	Cost	Type of Material
00868	7.95	Understanding Newspapers
00869	7.95	Understanding Advertising
00870	7.95	Understanding Instructions
00871	7.95	Understanding Forms
00872	7.95	Understanding Announcements and Messages
00873	7.95	Understanding Travel Information

Skill Area: Reading Voc. Area: General

Title: Success at Work

Author(s): R. Lois Teel Date: none given

Description:

This book is designed to provide pre-vocational information, build positive work attitudes and strengthen interpersonal communication skills on the job. Work attitudes and job information are presented in socio-dramas and store situations. The glossary helps with difficult words.

Publisher abbrev. Steck Catalogue title: Elemntary, Secondary, Adult and Secondary Ed.

Cat. p. 39 (date 1980)

Catalogue No.	Cost	Type of Material
0741-1	2.10	book

Skill Area: Reading Voc. Area: General

Title: Shop Talk: Vocational Reading Skills

Author(s): Byron L. Alpers, Mitchell L. Axrow Date: 1978

Description:

This series of six low level English texts presents the language and reading skills that students will need to know on the job. It provides exercises for following directions, reading classified ads and filling out job applications.

Publisher abbrev. Allyn Catalogue title: Educational Materials K-12

Cat. p. 66 (date 1980)

Catalogue No.	Cost	Type of Material
4958187	3.30	Agriculture
4958195	3.30	The Automobile
4958209	3.30	Carpentry
4958217	3.30	Electricity
4958225	3.30	Electronics
4958233	3.30	Metal and Machines
4958241	3.60	Teacher's Guide

Skill Area: Reading Voc. Area: General

Title: Learn to Rapid Read

Author(s): Ben E. Johnson Date: 1973

Description:

A grasp of the reading principles presented in this book accomplishes five things for most students: 1) accelerates reading speed; 2) teaches reading flexibility; 3) builds word grouping ability; 4) introduces the concept of pacing; and 5) builds comprehension.

Publisher abbrev. Bobbs Catalogue title: Indust. arts, Voc. Occup. & Caree-

Cat. p. 13 (date 1980)

Catalogue No.	Cost	Type of Material
20999	not given	soft bound

Skill Area: Communication - reading Voc. Area: General

Title: Basic Skills in Reading

Author(s): CEBCO Date: 1979

Description:

These spirit master books offer exercises in competency skills needed in daily life. The exercises are appropriate for both intermediate and secondary level students. They encourage the use and development of skills which are necessary in understanding the kinds of printed material and communications with which people must constantly deal. The books can be bought in a complete series or each unit separately: 1. Understanding Travel Information; 2. Newspapers; 3. Advertisements; 4. Instruction; 5. Forms; and 6. Announcements and Messages.

Publisher abbrev. SSSS Catalogue title: English Competency Skills (date 1980)

Catalogue No.	Cost	Type of Material
CEB800	45.00	duplicating books, complete series
CEB868 - CEB873	7.95 each	duplicating books 1-6

Skill Area: Communication - reading Voc. Area: General

Title: Developing Skills in Critical Reading

Author(S): Atwood, Beth S. Date: 1975

Description:

A series of activities to develop reading as an interaction between books and students, stressing the improvement of reading comprehension and follow-up thinking about the material read. Exercises use speech, cartoons, photographs, maps, graphs, and advertisements to teach students to recognize facts, opinions, bias, propoganda, distortion, and the message behind the actual words.

Publisher abbrev. SSSS Catalogue title: English Basic Competency Skills (date)

Catalogue No.	Cost	Type of Material
LHB008	3.50	paperback book (95 pages)

Skill Area: Spelling Voc. Area: General

Title: Spelling: A Mnemonics Approach

Author(S): Brown Date: 1977

Description:

This is a different approach to spelling. The book concentrates on problem areas and helps students develop a technique for remembering how to spell. Spelling rules are simplified. Many hints are provided along with cartoons illustrating the hints which help students to remember the rules. A review at the end of each unit and a general review of all lessons at the end of the book provide continued reinforcement for correct spelling.

Publisher abbrev. South-Western Catalogue title: Textbooks and Supplementary Materials - Cat. A
Cat. P. 15 (date 1980)

Catalogue No.	Cost	Type of Material
N18	3.30	text workbook

Skill Area: Reading Voc. Area: General

Title: Basic Skills in Reading Series

Author(S): Date:

Description:

These books of spirit master exercises develop understanding of kinds of printed communications needed in daily life. They include understanding newspapers, advertisements, instructions, forms, announcements and messages, and travel information.

Publisher abbrev. Career Catalogue title: Occup., Voc. & Adult Ed.
Cat. p. 51 (date 1979-80)

Catalogue No.	Cost	Type of Material
CP874	45.00	Set of 6 spirit masters

Skill Area: Communication - reading Voc. Area: General

Title: Skill Booster Series

Author(s): Modern Curriculum Press Date: 1975-1978

Description:

Here is a series of 20 high interest, self-directed, illustrated workbooks that will help students improve skills in five areas: building word power, increasing comprehension, working with facts and details, using references, and organizing information. For each skill area, there is a separate book for each of four levels of reading difficulty and sophistication. Levels C-F represent reading levels 3-6. All the workbooks have a broad interest level. Each begins with simple exercises that help assure success and encouragement but also give a teacher a tool for diagnosis. Skill boosters are useful at grade level as well as for junior and senior high school students requiring remedial work.

Publisher abbrev. SSSS Catalogue title: English Competency Skills

(date 1980)

Catalogue No.	Cost	Type of Material
MOD800	25.80	workbooks, levels C, D, E and F (20 student books)

Skill Area: Communication - reading Voc. Area: General

Title: Life Skills - Reading

Author(S): Mullins, Carol Date: 1980

Description:

Essential reading survival skills for everyday life are developed in this student workbook. The book is materially illustrated and designed to foster student confidence. Lessons include reading labels, following directions, looking up information, filling out forms and applications, and understanding agreements, guarantees, wages, bills and taxes. A final section includes sample applications for employment, junior college, health insurance, unemployment benefits and credit cards. The five or six grade reading level is maintained for directions in descriptive packages.

Publisher abbrev. SSSS Catalogue title: English Competency Skills

(date)

Catalogue No.	Cost	Type of Material
EDS1361	3.00 each	workbook (1-10)

Skill Area: Mathematics and language Voc. Area: General-business

Title: Office Skills 1: Language and Math Practice

Author(s): Phyllis Morrison Date: 1978

Description:

This text is a self-study skills development book that provides students with opportunities to drill in math and language.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing
Cat. p. 14 (date 1980)

Catalogue No.	Cost	Type of Material
43233-3	2.40	text

Skill Area: Vocabulary Terminology Voc. Area: Accounting

Title: Dictionary of Accounting Terminology

Author(s): South-Western Date: none given

Description:

This dictionary contains the definitions for all words which appear in italics in Century 21 Accounting, 2nd edition. It is an ideal way for students to learn accounting terminology.

Publisher abbrev. South-Western Catalogue title: Textbooks and Supplementary Materials
Cat. p.6 (date 1980)

Catalogue No.	Cost	Type of Material
B25	.48	book

Skill Area: Reading, Writing, & Oral Voc. Area: Medical

Title: Basic Medical Terminology

Author(s): J. Patrick Fisher Date: 1975

Description:

A working knowledge of medical terminology is prerequisite to entering anyone of the allied health occupations. This workbook has been prepared to give the beginning student in any health field a basic understanding of the language of medical science. This course is designed to be used under individually pased basis.

Publisher abbrev. Bobbs Catalogue title: Bus. Ed. Fashion Mdse., Health Occ., Hospitality Mgnt.
Cat. p.36 (date 1980)

Catalogue No.	Cost	Type of Material
61385	$ 8.63	Text
61386	5.00	Teacher's Edition
61387	68.25	Set of six Audio cassetts

Skill Area: Communications Voc. Area: Business or Office

Title: Reference Manual for Office Personnel, 5th edition

Author(s): House and Koebele Date: 1970

Description:

This handy manual is a valuable aid for students who are preparing for office positions. It will continue to be valuable when they become stenographers, secretaries, or general office workers. Reference is made to such vital topics as tips on typing, letter placement, letter mechanics, tabulation, grammar, punctuation, spelling aid, word divisions, and many others.

Publisher abbrev. South-Western Catalogue title: Textbooks and Supplementary Materials
Cat. p.45 (date 1980)

Catalogue No.	Cost	Type of Material
K44	3.09	reference manual

Skill Area: Oral, Reading and Writing Voc. Area: General

Title: 2,300 Steps to Word Power

Author(s): Edward C. Gruber Date: none given

Description:

This is a programmed book carefully prepared in small sequential steps to help anyone increase their speaking, reading and writing knowledge of English language.

Publisher abbrev. Arco Catalogue title: Educational Catalog
Cat. p. 19 (date 1979-80)

Catalogue No.	Cost	Type of Material
0-668-01032-0	2.50	paper cover

Skill Area: Oral, reading and writing Voc. Area: General

Title: Communication at Work

Author(S): Patrick J. Weagraff, J. J. Lynn Date: 1980

Description:

One unit out of many in a series; this text develops listening, speaking, reading and writing skills for effective job performance.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed.
Cat. p. 72 (date 1980)

Catalogue No.	Cost	Type of Material
28333-8	3.72	text
28334-6	2.20	teacher's manual and key

Skill Area: Writing, oral and reading Voc. Area: General - business

Title: Business English and Communication, 5th ed.

Author(S): M. M. Stewart, F. W. Lanham, K. Aimmer, L. Clark, B. A. Stead Date: 1978

Description:

This program provides a specialized training program to develop student competence on all phases of communication; writing, speaking, listening and reading. The text offers complete coverage of grammar, usage and style. The workbook provides correlated exercises. A book of tests contains progress tests and a final examination.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing
Cat. p. 6 (date 1980)

Catalogue No.	Cost	Type of Material	
61410-5	8.97	text	5th edition
61411-3	3.72	student projects & activities	
61412-1	6.60	teacher's manual and key	
61413-x	1.20	tests	
61323-0	8.97	text	4th edition
61324-9	3.72	student projects & activities	
61325-7	1.20	tests	
61326-5	6.60	teacher's manual and key	

Skill Area: Reading Voc. Area: General

Title: Basic Skills in Reading Series

Author(S): Date:

Description:

These books of spirit master exercises develop understanding of kinds of printed communications needed in daily life. They include understanding newspapers, advertisements, instructions, forms, announcements and messages, and travel information.

Publisher abbrev. Career Catalogue title: Occup., Voc. & Adult Ed.
Cat. p. 51 (date 1979-80)

Catalogue No.	Cost	Type of Material
CP874	45.00	Set of 6 spirit masters

Skill Area: Reading and Oral Voc. Area: General

Title: Working with Words, revised

Author(s): Mildred Putnam Date: none given

Description:

In this work text, the skills of reading and speaking English are taught together with oral and visual practice in letter, word and sentence patterns.

Publisher abbrev. Steck Catalogue title: Elementary, Secondary, Adult and Special Ed.

Cat. p. 41 (date 1980)

Catalogue No.	Cost	Type of Material
0365-3	1.80	work text

Skill Area: Communication - reading, writing Voc. Area: General

Title: Real Life Reading and Writing on the Job

Author(s): Scholastic Books Services Date: 1980

Description:

This practical workbook program lets you teach basic reading and writing skills within the context of actual job situations. The 128-page skills book is divided into eight units, each concentrating on a specific job area, such as general office work, government jobs and service jobs. Each unit contains several two-page lessons, each focusing on a specific task (using diagrams, typing from dictation, comparing labels, and writing a business letter). There are review exercises at the end of every unit divided into three different kinds: vocabulary, reading, and writing. The skills book is designed to be self-directing, to be used individually, at home, or on a classwide basis.

Publisher abbrev. Scholastic Catalogue title: Scholastic 1979-80 K-12

Cat. p.79 (date 1979-80)

Catalogue No.	Cost	Type of Material
BO30488	59.50	text-workbook

Skill Area: Communication - reading, writing Voc. Area: General

Title: Language Arts Basic Skills and Concepts Library

Author(s): Visual Materials, Inc. Date: none given

Description:

Two series of spirit duplicating books cover five areas of language skills: vocabulary, reading, writing, grammar, and listening and visual skills. Each book contains over 35 masters with specific behavioral objectives. The activities are designed for individual or classroom use, and include progressive worksheets and tests. Each book is available at two levels: junior high and senior high.

Publisher abbrev. SSSS Catalogue title: English Competency Skills (date 1980)

Catalogue No.	Cost	Type of Material
VM403	29.00	duplicating book (grades 7-9, 5 books)
VM404	29.00	duplicating book (complete series for grades 10-12)

Skill Area: Reading, writing, & speaking Voc. Area: General

Title: Career Communications Series

Author(s): Mariestelle M. Brown Date: 1976

Description:

This series is made up of 53 individual programmed learning units known as options, which cover such topics as reading, writing and speaking as used in career-related courses, writing laboratories, and English courses.

Publisher abbrev. Bobbs Catalogue title: Indust. Arts, Voc. Occup. & Career Cat. p. 11-12 (date 1980)

Catalogue No.	Cost	Type of Material
each of the 53 options has its own catalogue number; no price was given		

Skill Area: Reading Voc. Area: General

Title: Reading for Survival

Author(s): None given Date: None given

Description:

These seven consumable texts develop basic and functional life skills simutaneously. Each text is broken down into units which teach specific reading skills in conjunction with a particular life skill.

Publisher abbrev. Cambridge Catalogue title: Elementary/Junior High

(date 1980)

cat. pp. 20

Catalogue No.	Cost	Type of Material
890904	$ 2.75	Reading for Life
891188	3.90	Teacher's Edition, Reading for Life
890912	2.90	Reading for Progress
891196	2.90	Teacher's Edition, Reading for Progress
890920	3.20	Reading for Results
89120X	4.30	Teacher's Edition, Reading for Results
890386	$ 3.90	Reading for Competence
891145	.90	Key for Reading for Competence
890394	3.90	Reading Improvement
891153	1.25	Key for Reading Improvement
890408	3.90	Reading Performance
891161	.90	Key for Reading Performance
890416	3.90	Reading Achievement
89117X	.90	Key for Reading Achievement

Skill Area: Reading Voc. Area: General

Title: Strategies for Reading

Author(s): H. Alan Robinson, Oliver Andresen, Daniel H. Hittleman, Oliver Patterson, Leitha Paulsen Date: 1978

Description:

This is a practical program for students who have difficulty reading. It improves students' comprehension by teaching them to recognize key signals and clues that unlock meanings in words, sentences, paragraphs and longer selections. The self-teaching lessons are clearly written, activity oriented, and practical in approach. This series contains four books.

Publisher abbrev. Allyn Catalogue title: Educational Materials K-12
Cat. p. 67 (date 1980)

Catalogue No.	Cost	Type of Material
5258480	3.00	Strategies for Reading Sentences - paper ed.
5258499	3.00	Teacher's edition of Sentences
5258502	3.00	Strategies for Reading: Words in Context - paper ed.
5258510	3.00	Teacher's ed. Words in Context
5258529	3.00	Strategies for Reading: Paragraphs - paper ed.
5258537	3.00	Teacher's edition Paragraphs
5258545	3.00	Strategies for Reading Long Selections
5258553	3.00	Teacher's edition Long Selections

Skill Area: Reading Voc. Area: General

Title: Triple Your Reading Speed

Author(s): Dr. Wade E. Cutler Date: none given

Description:

This book describes the Cutler method to faster reading which is a tested and proven to dramatically increase reading speed while actually improving comprehension.

Publisher abbrev. Arco Catalogue title: Educational Catalog
Cat. p. 19 (date 1979-80)

Catalogue No.	Cost	Type of Material
0-668-02084-9	8.50	cloth cover
0-668-02083-0	5.00	paper cover

Skill Area: Reading Voc. Area: General

Title: Mastering Basic Reading Skills

Author(s): Laurence Swinburne & John Warner Date: none given

Description:

This series of eight consumer books presents a high interest, low difficulty reading program that can help special students build comprehension and vocabulary skills. This series develops skills such as identifying root words, syllabication and phonics while entertaining the students with stories to thrill and delight the most reluctant readers.

Publisher abbrev. Steck Catalogue title: Elementary, Secondary, Adult and Special Ed.

Cat. p. 40 (date 1980)

Catalogue No.	Cost	Type of Material
0811-6	2.25	Alpine run
0891-4	2.25	teacher's edition to Alpine run
0812-4	2.25	Windpower
0892-2	2.25	teacher's edition to Windpower
0813-2	2.25	Wheeling It
0893-0	2.25	teacher's edition to Wheeling It
0814-0	2.25	Free Fall
0894-9	2.25	teacher's edition to Free Fall
0815-9	2.25	White Water
0895-7	2.25	teacher's edition to White Water
0816-7	2.25	Quiet Flight
0896-5	2.25	teacher's edition to Quiet Flight
0817-5	2.25	Trailblazers
0897-3	2.25	teacher's edition to Trailblazers
0818-3	2.25	Silent Deep
0898-1	2.25	teacher's edition to Silent Deep

4

Selected Instructional Materials Focusing on Writing Skills in Vocational Education

Skill Area: Writing Voc. Area: General - business

Title: Manuscripts

Author(s): none given Date: none given

Description:

This publication covers the production of manuscripts from rough drafts in long hand, from shorthand notes, and from machine dictation. It also has an introduction to business reports and manuscripts, both bound and unbound, and also the general production is covered.

Publisher abbrev. Wisconsin Catalogue title: Vocational Materials

(date 1978)

Catalogue No.	Cost	Type of Material
11	7.50	text

Skill Area: Writing Voc. Area: General - business

Title: Spelling, Word Division and Grammar

Author(s): none given Date: none given

Description:

This publication covers root division rules, troublesome verbs and certain spelling rules.

Publisher abbrev. Wisconsin Catalogue title: Vocational Materials

(date 1978)

Catalogue No.	Cost	Type of Material
15	3.00	text

Skill Area: Writing Voc. Area: General

Title: Fields and Language

Author(s): None given Date: None given

Description:

These text workbooks develop basically inner skills, but with easy to understand instructions and enjoyable practice exercies. Multipule choice activities help students learn punctuation, spelling, capitalization, vocabulary, dictionary skills, parts of speech, and fundamental composition skills.

Publisher abbrev. Cambridge Catalogue title: Elementary/Junior High
Cat. p.19 (date 1980)

Catalogue No.	Cost	Type of Material
893369	$ 3.90	Skills in Language I
893377	1.00	A Key to Skills in Language I
893385	3.90	Skills in Language II
893393	1.00	The Key to Skills in Language II

Skill Area: Writing Voc. Area: General

Title: Basic Skills in Grammer

Author(s): None given Date: None given

Description:

These books provide a good way to improve student's understanding of grammer, punctuation, capitalization, uses in sentence mastery. -

Publisher abbrev. Cambridge Catalogue title: Elementary/Junior High
(date 1980)

cat. pp. 19

Catalogue No.	Cost	Type of Material
800042	$ 2.30	Basic Skills in Grammer, Book I
80031F	1.10	The Key to Basic Skills in Grammer, Book I
800050	2.30	Basic Skills in Grammer, Book II
800328	1.00	The Key to Basic Skills in Grammer, Book II

Skill Area: Writing Voc. Area: Business

Title: Business Correspondence

Author(s): Waldo C. Wright Date: 1967

Description:

A text that enables students to develop clear, correct, and complete messages and letters. The purpose is to assist the reader of such materials in grasping their meaning and to be pleased by them so that he or she will react favorably to the information they contain.

Publisher abbrev. Bobbs Catalogue title: Bus. Ed. Fashion Msde., Health Occ., Hospitality Mgnt. (date 1980)

Catalogue No.	Cost	Type of Material
96007	$ 7.24	Text
96008	5.00	Teacher's Manual

Skill Area: Writing Voc. Area: Business

Title: Writing Business Letters and Reports

Author(s): Carmilla E. Mansfield & Margaret Hillton Bahniuk Date: 1980

Description:

This text is clearly written in practical rather than theoretical language. It emphasizes the importance of clear, concise, and correctly written communication. It includes a detailed discussion on the parts of the letter, their placement and the significance in the type of letter being. Various letter styles are discussed and types and elements of formal and informal reports are also presented.

Publisher abbrev. Bobbs Catalogue title: Bus. Ed. Fashion Msde., Health Occ., Hospitality Mgnt. (date 1980)

Catalogue No.	Cost	Type of Material
97374	To be announced	Text
97375	To be announced	Teacher's Guide

Skill Area: Writing Voc. Area: General - business

Title: The Gregg Reference Manual, 5th Edition

Author(s): William A. Salom Date: 1977

Description:

This is a comprehensive manual for modern business style, English grammar and usage, and typing and transcription. It presents all the rules, procedures, and guidelines needed to prepare effective business communications. It offers many examples that clearly and quickly illustrate how to apply the rules of punctuation, number, abbreviation, and capitalization. Certain procedures and suggestions are also included.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing
Cat. p. 7 (date 1980)

Catalogue No.	Cost	Type of Material
54387-9	4.35	text - soft cover
54389-5	4.59	text - miniature - hard cover
45388-7	10.50	trade ed. - hard cover
54395-x	1.17	worksheets
54396-8	.96	key to worksheets

Skill Area: Writing Voc. Area: business

Title: English Style Skills-Builders; 3rd edition

Author(S): J. B. Cleary & J. M. Lacombe Date: 1980

Description:

Consisting of six self-contained modules and a set of correlated tests, this skill-development program covers typewriting style and word division; dictation-transcription procedures; punctuation style; spelling improvement; proofreading; and capitalization, number and abbreviation style.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing
Cat. p. 8 (date 1980)

Catalogue No.	Cost	Type of Material
11305-x	6.09	package of 7 booklets
11306-8	5.12	teacher's manual and key
11303-3	6.09	package of 7 booklets } 2nd edition
11304-1	5.12	teacher's manual and key }

Skill Area: Writing Voc. Area: Business

Title: Business Spelling and Word Power

Author(s): A.H. Lass Date: 1961

Description:

This highly practical text makes the search for spelling proficiency and word power interesting & stimulating. Four major areas are emphasized: basic business vocabulary, use of the dictionary, word mastery, and homonyms and words frequently confused.

Publisher abbrev. Bobbs Catalogue title: Bus. Ed. Fashion Mdse., Health Occ, Hospitality Mgnt. (date 1980)

Catalogue No.	Cost	Type of Material
96012	$ 6.30	Text
96013	5.00	Teacher's Manual
96014	5.00	Hard bound Teacher's Key
96015	2.48	Test Package

Skill Area: Writing Voc. Area: Business

Title: Business English: A Work Text with Programmed Reinforcement

Author(s): Keith Slocum Date: 1980

Description:

Designed to teach business students the basic rules of English grammer. This text begins with a discussion on the sentence as a whole and proceeds through a discussion of various parts of speech. The concluding chapter provides students with exercises in editing correspondence.

Publisher abbrev. Bobbs Catalogue title: Bus. Ed. Fashion Mdse., Health Occ., Hospitality Mgnt. (date 1980)

Catalogue No.	Cost	Type of Material
97310	To be announced	Text
97311	To be announced	Instructor's Guide
97312	To be announced	Test Pack

Skill Area: Writing Voc. Area: General

Title: Spelling

Author(s): None given Date: None given

Description:

This text presents varied exercises to give students extra help in spelling rules, abbreviations, homophones, possessives and contractions, capitalization, and dictionary skills.

Publisher abbrev. Cambridge Catalogue title: Elementary/Junior High

Cat. p.19 (date 1980)

Catalogue No.	Cost	Type of Material
80076X	$ 3.00	The Book
800271	1.10	The Key

Skill Area: Writing Voc. Area: General

Title: Increase Your Vocabulary

Author(s): None given Date: None given

Description:

These texts help students enlarge spelling and language. Book I deals with misused words, prefixes and sufixes, and basic word lists. Book II focuses on homophones, antonyms, dictionary use, and identifying words in context.

Publisher abbrev. Cambridge Catalogue title: Elementary/Junior High

(date 1980)

Cat. p.19

Catalogue No.	Cost	Type of Material
800085	$ 2.30	Book I
80028X	.70	Key to Book I
800093	2.30	Book II
800298	.70	Key to Book II

Skill Area: Writing Voc. Area: General

Title: Clear Technical Writing

Author(s): John A. Brogan Date: 1973

Description:

This text provides a practical approach for developing a clear and straightforward style of technical writing. This approach via the engineering principle of "noise removal" covers everything from removing redundancies to effectively locating modifiers.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed.
Cat. p. 66 (date 1980)

Catalogue No.	Cost	Type of Material
07974-9	9.00	text

Skill Area: Writing Voc. Area: General

Title: Handbook of Practical Writing

Author(S): Robert A. Butler Date: 1978

Description:

Here is a one-semester introduction to basic English skills for occupational and vocational students at the post secondary level. Covering the fundamentals of effective communications, this handbook helps students learn to write both correctly and well.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed.
Cat p. 67 (date 1980)

Catalogue No.	Cost	Type of Material
09341-5	4.24	text
09342-3	4.28	instructor's manual and key

Skill Area: Communication - writing Voc. Area: General

Title: Punctuation: A Programmed Approach

Author(s): Perkins Date: 1972

Description:

This 208 page programmed book of instruction helps students to learn and apply the 27 basic punctuation rules that are needed most frequently in business writing situations. It is ideal for use as an intensive review of punctuation in business, English classes, and as a short instructional unit in shorthand, typing, and office procedures or block programs.

Publisher abbrev. South-Western Catalogue title: Textbooks and Supplementary Materials

Cat., p.27 (date 1980)

Catalogue No.	Cost	Type of Material
E46	3.09	text-workbook

Skill Area: Communication - writing Voc. Area: General

Title: Word Studies, 6th edition

Author(S): Lamb Date: 1971

Description:

This book contains 160 lessons devoted to building a mastery of words needed by persons in all walks of life. Attention is given to correct spelling, pronunciation, word usage and use of a dictionary.

Publisher abbrev. South-Western Catalogue title: Textbooks and Supplementary Materials

Cat. p.27 (date 1980)

Catalogue No.	Cost	Type of Material
E59	3.87	textbook
E591	2.43	study assignments
E592	.39	spelling test

Skill Area: Writing Voc. Area: General

Title: The Technician as Writer: Preparing Technical Reports

Author(s): I. Brunner, J. C. Mathes, D. Stevenson Date: 1980

Description:

The book teaches the student to write effective on-the-job communications because he learns to understand the basic function of writing within an organization, how to analyze the problem that creates the need for communication, the real audience or persons who can solve the problem, and the actual purpose the communication is to achieve.

Publisher abbrev. Bobbs Catalogue title: Indust. Arts, Voc. Occup. & Career
Cat. p. 13 (date 1980)

Catalogue No.	Cost	Type of Material
61523	not given	soft cover
61524		instructor's guide

Skill Area: Writing Voc. Area: General

Title: Learn to Rapid-Write

Author(S): Ben E. Johnson Date: 1973

Description:

This book is designed to simplify the learning of rapid writing skills.

Publisher abbrev. Bobbs Catalogue title: Indust. Arts, Voc. Occup. & Career
Cat. p. 13 (date 1980)

Catalogue No.	Cost	Type of Material
20959	not given	soft bound

Skill Area: Writing Voc. Area: General

Title: Language Patterns and Writing Patterns

Author(s): none given Date: none given

Description:

These texts contain simple instruction in solid practice which students need to master basic English skill patterns, sentence patterns, the mechanics of language and essential composition skills. It contains practice that motivates students because the exercises use real world facts and information.

Publisher abbrev. Cambridge Catalogue title: Elementary/Junior High

Cat. p. 18 (date 1980)

Catalogue No.	Cost	Type of Material
801189	4.00	Language Patterns
801197	1.20	teacher's guide to Language Patterns
801200	4.00	Writing Patterns
801219	1.20	teacher's guide to Writing Patterns

Skill Area: Writing Voc. Area: General

Title: Word Power for Effective Writing

Author(S): J. H. Jackson & C. G. Pearce Date: 1980

Description:

This text-workbook provides students with a thorough review of correct usage of the English language. It covers seven areas: grammar, word choice, capitalization, punctuation, spelling, proofreading, and style, and presents usage problems in context, so that students can reinforce their knowledge of grammar and language construction in a meaningful and useful way.

Publisher abbrev. Bobbs Catalogue title: Indust. Arts, Voc. Occup.

Cat. p. 13 (date 1980) & Career

Catalogue No.	Cost	Type of Material
61525	not given	soft bound
61526	not given	answer key

Skill Area: Communication - writing Voc. Area: General

Title: Scholastic Practical English Program

Author(s): Scholastic Book Services Date: 1980

Description:

Scholastics Practical English Program is an entirely new treatment of the basic English skills that appeal to today's students who want more than pat rules and formulas and dull drill work. Students become involved in different skills through highly imaginative quizzes, games, puzzles/drill work that is interesting and productive. These activities let students see and measure their accomplishments and give students a feeling of really taking a hand in the development of skills. The subject matter covered includes definitions, word grammar (Vol. 1), spelling and punctuation, writing mechanics, capitalization and sentence grammar (Vol. 2), usage (Vol. 3), composition (Vol. 4).

Publisher abbrev. Scholastic Catalogue title: Scholastic 1979-80 K-12

Cat. p.66 (date 1979-80)

Catalogue No.	Cost	Type of Material
B04333	2.95	textbook (grammar)
B04335	2.95	textbook (spelling and punctuation)
B04337	2.95	textbook (usage)
B04339	2.95	textbook (composition)

Skill Area: Communication - writing Voc. Area: General

Title: Scholastic Real Life Writing Skills

Author(S): Scholastic Books Services Date: none given

Description:

How to write a correct sentence, a cohesive paragraph, a well organized letter. These are the basic skills we need to function in the world, on the job and in school. The new Scholastic Real Life Writing Skills program teaches these and many more essentials in the extraordinarily effective way. This program is organized around practical writing tasks, not isolated rules of grammar and composition. The book is divided into four sections: 1. Writing to Organize Information; 2. Writing to Give Information; 3. Writing Letters; and 4. Writing What You Know.

Publisher abbrev. Scholastic Catalogue title: Scholastic 1979-80 K-12

Cat. p.78 (date 1979-80)

Catalogue No.	Cost	Type of Material
B030492	59.50	text-workbook (complete program)

Skill Area: Reading, Writing, & Oral Voc. Area: Medical

Title: Basic Medical Terminology

Author(s): J. Patrick Fisher Date: 1975

Description:

A working knowledge of medical terminology is prerequisite to entering anyone of the allied health occupations. This workbook has been prepared to give the beginning student in any health field the basic understanding of the language of medicine. This course is designed to be used under individually pased basis.

Publisher abbrev. Bobbs Catalogue title: Bus. Ed. Fashion Mdse., Health Occ., Hospitality Mgnt.

(date 1980)

Catalogue No.	Cost	Type of Material
61385	$ 8.63	Text
61386	5.00	Teacher's Edition
61387	68.25	Set of six Audio cassetts

Skill Area: Writing Voc. Area: General - medical

Title: 10,000 Medical Words, Spelled and Divided for Quick Reference

Author(S): Edward E. Byers Date: 1972

Description:

This book provides a quick, easy and handy reference for the correct spelling and syllabication of terminology commonly used in the medical office. It is a word processing tool for practicing medical secretaries, stenographers, typists, clerks, librarians, technicians, nurses and trainees.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing

Cat. p. 8

(date 1980)

Catalogue No.	Cost	Type of Material
09503-5	3.96	text

Skill Area: Oral and Written Voc. Area: Business

Title: Business Communications

Author(s): none given Date: 1977

Description:

This instructor's guide is organized into seven units: human relations and communications; quiet communication; oral communication; business and conference communications; written communications; effective letter writing; and business communications.

Publisher abbrev. Missouri Catalogue title: from a flier

(date)

Catalogue No.	Cost	Type of Material
BOE-5-1	15.00	guide
BOE-5-T	23.10	77 transparencies

Skill Area: Writing Voc. Area: General Business

Title: Writing Business Letters

Author(s): None given Date: None given

Description:

This manual is designed to present much of the help needed to write creative, effective, and correct business letters. It covers such topics as characteristics of a good letter, letter format and style, developing a letter writing plan, & developing effective sentences and paragraphs.

Publisher abbrev. BOE Catalogue title: Pamphlet

(date 1979-80)

cat. pp. 4

Catalogue No.	Cost	Type of Material
DT-56	$ 3.50	Manual

Skill Area: Writing Voc. Area: Business

Title: How to Write Successful Business Letters

Author(s): John P. Riebel Date: none given

Description:

175 examples of letters that were actually used in various businesses are included in this book. Following each letter is a detailed, practical analysis of exactly what made that letter hit the target. Every device of phrasing, opening, closing and paragraphing is carefully explained.

Publisher abbrev. Arco Catalogue title: Educational Catalog

(date 1979-80)

Cat. p. 15

Catalogue No.	Cost	Type of Material
0-668-02483-6	6.90	cloth cover
0-668-02290-6	5.00	paper cover

Skill Area: Writing Voc. Area: Business

Title: Business English: A Communications Approach

Author(s): Mary Joyce Bernett, Alta Dolla Date: 1979

Description:

This book teaches students the proper style, phrasing and tone for the major types of business correspondence. It presents the rudiments of effective sentences and paragraphs plus specific phrasing of business letters. The book also introduces writing and handling requests, orders, transmittals, credit adjustments, letters of appreciation and business reports.

Publisher abbrev. Allyn Catalogue title: Educational Materials K-12

Cat. p. 60 (date 1980)

Catalogue No.	Cost	Type of Material
1764144	10.05	student text
1764152	3.00	teacher's guide

Skill Area: Writing Voc. Area: Business

Title: Business Reports

Author(s): none given Date: none given

Description:

This text covers outlines, tabular columnar copy with column headings, boxed and ruled and arranged. Also, compiling and collecting information from several sources and manuscripts which includes multiple page, bound and unbound.

Publisher abbrev. Wisconsin Catalogue title: Vocational Materials

(date 1978)

Catalogue No.	Cost	Type of Material
3	6.00	text

Skill Area: Writing Voc. Area: General - business

Title: Spelling Drills and Exercises - Programmed for the Typewriter

Author(s): L. A. Brendel and Doris Near Date: 1979 (3rd ed.)

Description:

This language arts program uses the typewriter to increase students' spelling competencies. It provides a complete, intensive review of business spelling. Cassettes dictate words to be spelled, allot time for proofreading, and help learners check their work.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing
Cat. p. 8 (date 1980)

Catalogue No.	Cost	Type of Material	
07491-7	3.84	text and test book	3rd edition
87576-6	130.00	set of 10 cassettes	
07475-5	3.84	text and test book	2nd edition, 1974
87575-8	120.00	set of 10 cassettes	

Skill Area: Writing Voc. Area: General - business

Title: Better Business English

Author(s): George H. Classen Date: none given

Description:

In this psychological approach to effective writing, the author shows the modern businessman how to change one's writing to reflect precision, gravity, directness, modesty, originality and clarity of meaning.

Publisher abbrev. Arco Catalogue title: Educational Catalog
Cat. p. 18 (date 1979-80)

Catalogue No.	Cost	Type of Material
0-668-01350-8	6.95	cloth cover
0-668-04287-7	2.95	paper cover

Skill Area: Communication - writing Voc. Area: Distribution - general

Title: Fundamentals of Spelling, 10th edition

Author(s): Windgate and Nolan Date: recent

Description:

Regardless of vocation, an individual must spell to be successful. One of the purposes of this text is to develop the qualifications and technique necessary for success in the field of distribution.

Publisher abbrev. South-Western Catalogue title: Textbooks and Supplementary Materials
Cat. p.55 (date 1980)

Catalogue No.	Cost	Type of Material
S17	7.77	textbook
S171	3.21	study guides and projects
S173	.48	tests 1-4

Skill Area: Writing Voc. Area: Architecture & engineering

Title: Specifications Writing for Architects and Engineers

Author(S): Donald A. Watson Date: 1964

Description:

Table of contents includes: specifications; office organization; construction management and supervision; drawings; references and source materials; assembly and reproduction of specifications; agreements and contracts; trade sections; specification of materials and processes; and specifications words and phrases.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed.
Cat. p. 67 (date 1980)

Catalogue No.	Cost	Type of Material
68473-1	11.22	text

Skill Area: Writing, oral and reading Voc. Area: General - business

Title: Business English and Communication, 5th ed.

Author(S): M. M. Stewart, F. W. Lanham, K. Aimmer, L. Clark, B. A. Stead Date: 1978

Description:

This program provides a specialized training program to develop student competence on all phases of communication; writing, speaking, listening and reading. The text offers complete coverage of grammar, usage and style. The workbook provides correlated exercises. A book of tests contains progress tests and a final examination.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing
Cat. p. 6 (date 1980)

Catalogue No.	Cost	Type of Material	
61410-5	8.97	text	5th edition
61411-3	3.72	student projects & activities	
61412-1	6.60	teacher's manual and key	
61413-x	1.20	tests	
61323-0	8.97	text	4th editior
61324-9	3.72	student projects & activities	
61325-7	1.20	tests	
61326-5	6.60	teacher's manual and key	

Skill Area: Writing Voc. Area: General - business

Title: English Made Easy

Author(s): B. P. Branchaw Date: 1979

Description:

This basic business English program covers the essentials of grammar, punctuation, capitalization, and number usage. The program eliminates technical language. It includes as much instructional material as practice exercises.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing
Cat. p. 6 (date 1980)

Catalogue No.	Cost	Type of Material
07171-3	4.02	text
07173-x	4.00	teacher's manual and key

Skill Area: Writing Voc. Area: General - legal

Title: 10,000 Legal Words, Spelled and Divided for Quick Reference

Author(s): M. A. Kurtz, D. Adams & J. Vezean Date: 1971

Description:

An easy-to-use reference in school and on the job, this book contains the correct spelling and syllabication of legal terms listed in alphabetical order.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing
Cat. p. 8 (date 1980)

Catalogue No.	Cost	Type of Material
35669-6	3.90	text

Skill Area: Writing Voc. Area: General - business

Title: Business English: A Gregg Text-kit in Continuing Education

Author(S): Jeanne Reed Date: 1978 (3rd ed.)

Description:

Written especially for adult education students, this program covers the fundamentals of grammar, punctuation, and capitalization, as well as common errors of written and spoken English. Emphasizing correct, simple, and tactful expression of ideas, the program teaches students to write sentences that get directly to the point. The kit contains a core-text, self-checks and key, review sheets, and a set of form surveys.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing
Cat. p. 9 (date 1980)

Catalogue No.	Cost	Type of Material	
51497-6	8.40	boxed text-kit	3rd ed., 1978
51498-4	3.04	instructor's guide and key	
51492-5	8.24	boxed text-kit	2nd ed., 1972
51493-3	3.24	instructor's guide and key	

Skill Area: Writing Voc. Area: General - legal

Title: 10,000 Legal Words, Spelled and Divided for Quick Reference

Author(s): M. A. Kurtz, D. Adams & J. Vezean Date: 1971

Description:

An easy-to-use reference in school and on the job, this book contains the correct spelling and syllabication of legal terms listed in alphabetical order.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing
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Catalogue No.	Cost	Type of Material
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Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing
Cat. p. 9 (date 1980)

Catalogue No.	Cost	Type of Material	
51497-6	8.40	boxed text-kit	3rd ed., 1978
51498-4	3.04	instructor's guide and key	
51492-5	8.24	boxed text-kit	2nd ed., 1972
51493-3	3.24	instructor's guide and key	

Skill Area: Communication - writing Voc. Area: Business, Office

Title: Word Division Manual, 2nd edition

Author(S): Silverthorn and Perry Date: 1970

Description:

This softbound manual provides the correct spelling and division of words commonly used in business writing. The book is an excellent supplement for English, shorthand, office procedures and spelling classes. There are 15,659 words in the book.

Publisher abbrev. _____ Catalogue title: _____

(date _____)

Catalogue No.	Cost	Type of Material

Skill Area: Writing Voc. Area: General - business

Title: Writing Better Letters in Business

Author(S): none given Date: none given

Description:

A practical program guaranteed to improve writing skills. Includes the psychology of letter writing, mechanics of letter writing, magic of word, tricks of the trade and negative effects.

Publisher abbrev. Career Catalogue title: Occup., Voc. & Adult Ed.
Cat. p. 27 (date 1979-80)

Catalogue No.	Cost	Type of Material
BX090	$107.00	10 cassette tapes in album

Skill Area: Writing Voc. Area: General - business

Title: English Usage Drills and Exercises - Programmed for the Typewriter

Author(s): L. A. Brendel and E. Leffrugwell Date: 1977

Description:

This programmed text-workbook reviews the transcription fundamentals of English grammar. Troublesome problems in grammar, such as subject-verb agreement, and pronoun-antecedent agreement, are continually reviewed.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing

Cat. p. 8 (date 1980)

Catalogue No.	Cost	Type of Material
07485-2	3.84	text-workbook

Skill Area: Writing Voc. Area: General - business

Title: Punctuation Drills and Exercises - Programmed for the Typewriter

Author(S): L. A. Brendel & Doris Near Date: 1978 (2nd ed.)

Description:

Containing modern applications, this programmed text-workbook reviews the fundamentals of punctuation, capitalization, and number expression as they apply to business usage.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing

Cat. p. 8 (date 1980)

Catalogue No.	Cost	Type of Material
07479-8	3.84	text-workbook - 2nd edition
07478-x	3.84	text-workbook - 1st edition, 1970

Skill Area: Communication - writing Voc. Area: General

Title: Writing Clear Sentences and Paragraphs

Author(S): Social Studies School Service Date: 1980

Description:

A transparency-duplicating master book teaching students to unify sentences effectively, coordinate ideas in sentences, subordinate ideas in a sentence, write coherent sentences, achieve consistency in writing sentences, develop topic sentences in paragraphs, develop paragraphs logically, achieve paragraph unity and coherence, achieve proper emphasis of important ideas in paragraphs, and use transitions effectively in paragraphs.

Publisher abbrev. SSSS Catalogue title: English Competency Skills

(date 1980)

Catalogue No.	Cost	Type of Material
VN79	7.75	transparencies

Skill Area: Communications Voc. Area: Business or Office

Title: Reference Manual for Office Personnel, 5th edition

Author(s): House and Koebele Date: 1970

Description:

This handy manual is a valuable aid for students who are preparing for office positions and will continue to be a valuable service when they become stenographers, secretaries, or general office workers. Reference is made to such vital topics as tips on typing, letter placement, letter mechanics, tabulation, grammar, punctuation, spelling aid, word divisions, and many others.

Publisher abbrev. South-Western Catalogue title: Textbooks and Supplementary Materials

Cat. p.28 (date 1980)

Catalogue No.	Cost	Type of Material
K44	3.09	reference manual

Skill Area: Writing Voc. Area: General - business

Title: Business English Essentials, Sixth edition

Author(s): G. L. Henderson & P. R. Voiles Date: 1980

Description:

The text section provides coverage of a wide range of business communication topics, such as: principles of grammar and usage; punctuation, capitalization, number usage and abbreviation style; principles and techniques of writing various types of business letters, memos and informal business reports; and the spelling, pronunciation, meaning, syllabication and choice of words often used. The workbook section offers opportunities for students to apply what they have learned.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing
Cat. p. 7 (date 1980)

Catalogue No.	Cost	Type of Material
27984-5	6.36	text-workbook
27985-3	6.48	teacher's edition with tests
27981-0	6.36	text-workbook
27983-7	7.00	teacher's edition } 5th edition
27982-9	free	tests

Skill Area: Writing Voc. Area: General - business

Title: 20,000 Words: Spelled and Divided for Quick Reference

Author(S): L. A. Leslie Date: 1977

Description:

A "dictionary with definitions," this updated, convenient reference for spelling and word division is ideal for use in class or on the job.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing
Cat. p. 7 (date 1980)

Catalogue No.	Cost	Type of Material
37393-0	3.60	text

Skill Area: Writing Voc. Area: General - business

Title: Business English/30

Author(s): Colleen B. Kish Date: 1980

Description:

This text-workbook covers the basics of English grammar, punctuation, and style. It emphasizes the principles of English usage that students must know to write correct, effective communications on the job.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing

Cat. p. 6-7 (date 1980)

Catalogue No.	Cost	Type of Material
34842-1	4.62	text-workbook
34843-x	2.40	teacher's manual and key

Skill Area: Writing Voc. Area: General - business

Title: Business Correspondence/30

Author(S): R. T. Fruehling & S. Bouchard Date: 1976

Description:

This text-workbook offers comprehensive coverage of the essentials of business correspondence. It includes sections on writing simple sentences and paragraphing, and covers all the basics of effective business correspondence.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing

Cat. p. 7 (date 1980)

Catalogue No.	Cost	Type of Material
22342-4	4.95	text-workbook
22343-2	3.72	teacher's manual and key

Skill Area: Writing Voc. Area: Business

Title: A Modern Approach to Business Spelling

Author(s): Annie DeCaprio Date: 1973

Description:

This text workbook utilizes the latest knowledge of modern linquistics to provide the student with valuable insights. Specific reminders and helpful hints are highlighted throughout the book for students whose backgrounds may be deficient in spelling,grammer, or punctuation.

Publisher abbrev. Bobbs Catalogue title: Bus. Ed. Fashion & Msde.Health Occ. Hospitality Management

(date 1980)

cat. pp. none given

Catalogue No.	Cost	Type of Material
96102	$ 8.03	Text
89103	5.00	Teacher's Manual

Skill Area: Writing Voc. Area: Business

Title: A Modern Approach to Business Spelling, 2nd Edition

Author(s): Annie DeCaprio Date: 1979

Description:

An extremely practical text workbook. This text is a teaching aide that stimulates the student's interest in and concern with correct spelling. Specific, helpful hints are highlighted through the book for students whose background may be deficient in usage, grammer, or pronounciation.

Publisher abbrev. Bobbs Catalogue title: Bus. Ed. Fashion Mdse., Health Occ., Hospitality Mngt

(date 1980)

cat. pp. none given

Catalogue No.	Cost	Type of Material
97206	$ 8.03	Text
97207	5.00	Teacher's Manual

Skill Area: Writing Voc. Area: General - business

Title: Punctuation

Author(s): none given Date: none given

Description:

This publication covers semicolons, periods, question marks, exclamation points, underscoring, quotation marks, hyphens, apostrophe in possessive forms, commas and colons.

Publisher abbrev. Wisconsin Catalogue title: Vocational Materials

(date 1978)

Catalogue No.	Cost	Type of Material
4	4.50	text

Skill Area: Writing Voc. Area: Business

Title: Business Letters

Author(s): none given Date: none given

Description:

This publication covers from letters and paragraphs with special sized stationery, carbon copies, introduction to business envelopes and inserting correspondence including more than one page. Also, letter parts, block style and special letter parts.

Publisher abbrev. Wisconsin Catalogue title: Vocational Materials

(date 1978)

Catalogue No.	Cost	Type of Material
7	5.00	text

Skill Area: Communication - writing Voc. Area: General

Title: Applied Penmanship, 3rd edition

Author(s): Ferguson and Lyon Date: 1979

Description:

Handwriting legibility is built through the use of this practical text-workbook that provides a complete teaching plan for the improvement of handwriting skills. Penmanship drills, warm up drills, corrective drills, diagnostic drills and handwriting check up lists are interspersed throughout the book.

Publisher abbrev. South-Western Catalogue title: Textbooks and Supplementary Materials
Cat. p.27
(date 1980)

Catalogue No.	Cost	Type of Material
E79	2.40	text-workbook

Skill Area: Oral, reading and writing Voc. Area: General

Title: Communication at Work

Author(S): Patrick J. Weagraff, J. J. Lynn Date: 1980

Description:

One unit out of many in a series, this text develops listening, speaking, reading and writing skills for effective job performance.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed
Cat. p. 72
(date 1980)

Catalogue No.	Cost	Type of Material
28333-8	3.72	text
28334-6	2.20	teacher's manual and key

Skill Area: Communication - reading, writing Voc. Area: General

Title: Real Life Reading and Writing on the Job

Author(s): Scholastic Books Services Date: 1980

Description:

This practical workbook program lets you teach basic reading and writing skills within the context of actual job situations. The 128-page skills book is divided into eight units, each concentrating on a specific job area, such as general office work, government jobs and service jobs. Each unit contains several two-page lessons, each focusing on a specific task (using diagrams, typing from dictation, comparing labels, and writing a business letter). There are review exercises at the end of every unit divided into three different kinds: vocabulary, reading, and writing. The skills book is designed to be self-directing, to be used individually, at home, or on a classwide basis.

Publisher abbrev. Scholastic Catalogue title: Scholastic 1979-80 K-12
Cat. p.79 (date)

Catalogue No.	Cost	Type of Material
3030488	59.50	text-workbook

Skill Area: Oral, Reading and Writing Voc. Area: General

Title: 2,300 Steps to Word Power

Author(s): Edward C. Gruber Date: none given

Description:

This is a programmed book carefully prepared in small sequential steps to help anyone increase their speaking, reading and writing knowledge of English language.

Publisher abbrev. Arco Catalogue title: Educational Catalog
Cat. p. 19 (date 1979-80)

Catalogue No.	Cost	Type of Material
0-668-01032-0	2.50	paper cover

Skill Area: Communication - reading, writing Voc. Area: General

Title: Language Arts Basic Skills and Concepts Library

Author(s): Visual Materials, Inc. Date: none given

Description:

Two series of spirit duplicating books cover six areas of language skills: vocabulary, reading, writing, grammar, and listening and visual skills. Each book contains over 35 masters with specific behavioral objectives. The activities are designed for individual or classroom use, and include progressive worksheets and tests. Each book is available at two levels: junior high and senior high.

Publisher abbrev. SSSS Catalogue title: English Competency Skills (date 1980)

Catalogue No.	Cost	Type of Material
VM403	29.00	duplicating book (grades 7-9, 5 books)
VM404	29.00	duplicating book (complete series for grades 10-12)

Skill Area: Reading, writing, & speaking Voc. Area: General

Title: Career Communications Series

Author(s): Mariestelle M. Brown Date: 1976

Description:

This series is made up of 53 individual programmed learning units known as options, which cover such topics as reading, writing and speaking as used in career-related courses, writing laboratories, and English courses.

Publisher abbrev. Bobbs Catalogue title: Indust. Arts, Voc. Occup. & Career Cat. p. 11-12 (date 1980)

Catalogue No.	Cost	Type of Material
each of the 53 options has its own catalogue number; no price was given		

Skill Area: Writing and Oral Voc. Area: General

Title: Manual or Written and Oral Communication

Author(s): Bernice L. Howell Date: 1977

Description:

This manual contains units on the communication process, language and thinking, self concept, listening, non-verbal communication, discussion and platform speaking.

Publisher abbrev. AVA Catalogue title: Agricultural Education

Cat. p. 21 (date 1978)

Catalogue No.	Cost	Type of Material
154	5.00	booklet

Skill Area: Writing and Oral Voc. Area: General

Title: Step by Step Guide to Correct English

Author(s): Mary Ann Pulaski Date: none given

Description:

This guide contains lucid explanations, clear examples and thousands of review exercises with answer keys which provide step by step instruction in the structure of English as it is written and spoken.

Publisher abbrev. Arco Catalogue title: Educational Catalog

Cat. p. 19 (date 1979-80)

Catalogue No.	Cost	Type of Material
0-668-03402-5	3.95	paper cover

Skill Area: Writing Voc. Area: General

Title: Basic Writing Skills for Everyday Life

Author(s): none given Date: none given

Description:

A skills-building program designed to help students say in writing what they want to say more clearly and accurately. It includes applying for a job, communications on the job, consumer correspondence and writing skillfully.

Publisher abbrev. Career Catalogue title: Occup., Voc. & Adult Ed.
Cat. p. 29 (date 1979-80)

Catalogue No.	Cost	Type of Material
EAK6076	94.00	kit

Skill Area: Writing Voc. Area: General

Title: Practical English: An Introduction to Composition

Author(s): C. E. Young, E. F. Symonik Date: 1971

Description:

This text-workbook provides a thorough, concise review of basic English. Designed to help students understand language structure and use it correctly, the book can be used as a primary text or a supplemental workbook. It features charts illustrating the use of pronouns and verb relationships.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed.
Cat. p. 67 (date 1980)

Catalogue No.	Cost	Type of Material
72641-8	9.36	text
72642-6	2.50	instructor's manual and key

Skill Area: Spelling Voc. Area: General

Title: Spelling: A Mnemonics Approach

Author(S): Brown Date: 1977

Description:

This is a different approach to spelling. The book concentrates on problem areas and helps students develop a technique for remembering how to spell. Spelling rules are simplified. Many hints are provided along with cartoons illustrating the hints which help students to remember the rules. A review at the end of each unit and a general review of all lessons at the end of the book provide continued reinforcement for correct spelling.

Publisher abbrev. South-Western Catalogue title: Textbooks and Supplementary Materials - Cat. A
Cat. p.15 (date 1980)

Catalogue No.	Cost	Type of Material
N18	3.30	text workbook

Skill Area: Writing Voc. Area: Technology - general

Title: English Skills for Technicians

Author(S): Jack Block, Joe Labonville Date: 1971

Description:

Designed as a first writing course for technical students, this text-workbook provides a detailed guide to organizing, preparing and writing all types of reports and papers. Emphasizing a clear, concise and informal style, it contains examples from a variety of fields, reflecting different types of technical documents.

Publisher abbrev. Gregg Catalogue title: Trade and Tech. Ed.
Cat. p. 66 (date 1980)

Catalogue No.	Cost	Type of Material
05910-1	9.00	text
05911-x	.90	instructor's guide

Skill Area: Grammar, Spelling, Punctuation Voc. Area: General

Title: Basic English Review, 2nd edition

Author(s): Schachter and Clark Date: 1977

Description:

A thorough review of grammar, punctuation, spelling and word study is provided in this book. Following each reading assignment is a series of exercises of application problems. The wealth of illustrations are easy to follow. Explanations make it ideal for individual as well as group study.

Publisher abbrev. South-Western Catalogue title: Textbooks and Supplementary Materials

Cat. p.15 (date 1980)

Catalogue No.	Cost	Type of Material
N23	3.33	text workbook

Skill Area: Communication - writing Voc. Area: General

Title: English the Easy Way, 4th edition

Author(S): Schachter and Clark Date: 1977

Description:

A lively presentation of English grammar, punctuation, spelling and word study is provided in this easy-to-learn, easy-to-teach text workbook. It contains many interesting examples based on topics of interest to students.

Publisher abbrev. South-Western Catalogue title: Textbooks and Supplementary Materials

Cat. p.27 (date 1980)

Catalogue No.	Cost	Type of Material
E87	3.33	text workbook
E873	.42	tests 1-3 and final examination

Skill Area: Writing Voc. Area: General

Title: Designing Technical Reports: Writing for Audiences in Organizations

Author(S): J. C. Mathes & Dwight W. Stevenson Date: 1976

Description:

This book presents a systematic procedure that enables one to approach and solve the problems of technical report design and writing. The text explains the importance of determining how the finished product will be used, by whom, and for what purposes. Information is presented on authentic report situations and actual reports are included as examples.

Publisher abbrev. Bobbs Catalogue title: Indust. Arts, Voc. Occup. & Career
Cat. p. 12-13 (date 1980)

Catalogue No.	Cost	Type of Material
61367	not given	hard bound
61405		teacher's manual

Skill Area: Writing Voc. Area: General

Title: Writing for Life

Author(s): None given Date: None given

Description:

These two soft covered texts gives students practical writing experiences in everyday situations. Each lesson shows students how to organize their thinking before they start writing. Then the model is presented for students to analyze. Short answer questions help students clarify ideas to be expressed.

Publisher abbrev. Cambridge Catalogue title: Elementary/Junior High
(date 1980)

cat. pp. 22

Catalogue No.	Cost	Type of Material
801332	$ 2.00	Writing for Life, Book I
801340	2.00	Writing for Life, Book II

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Selected Instructional Materials Focusing on Oral Communication Skills in Vocational Education

Skill Area: Oral Voc. Area: General

Title: Practical Articulation Kit

Author(s): Martha N. McDonough Date: 1972

Description:

This is a set of 81 cards in a box, an instruction booklet and a pad of 64 screening test record sheets.

Publisher abbrev. Inter Catalogue title: Annual

Cat. p. 19 (date 1979-80)

Catalogue No.	Cost	Type of Material
1453	10.50	kit
1462	2.00	pad of 64 additional screening test sheets

Skill Area: Oral Voc. Area: General

Title: DC Hints for Understanding Your Phone

Author(s): None given Date: None given

Description:

This bulletin board illustrates the eight major problems people have when communicating with their employers, teachers, or friends. It includes the illustrations and printed headlines for complete bulletin board.

Publisher abbrev. BOE Catalogue title: Pamphlet

cat. pp. 6 (date 1979-80)

Catalogue No.	Cost	Type of Material
DBB-1	$ 2.00	Pamphlet

Skill Area: Oral Communication Voc. Area: General

Title: Personal Development Transparency Series

Author(S): Hanson and Parker Date: none given

Description:

This series consists of ten sets of transparencies. Each set of 8 transparencies is devoted to the development of a specific personal trait or work habit. The transparencies, suitable for use in courses in which personal development units are presented, offer a visual means for discussing those important traits and work habits needed to help insure success in the business world. The transparencies can be bought as a complete set or for each individual area including dress ability, employability, ethics ability, image, job getting, personality, promotion, quality, success, and time.

Publisher abbrev. South-Western Catalogue title: Textbooks and Supplementary Materials

Cat. p.20 (date 1980)

Catalogue No.	Cost	Type of Material
K401	200.00	transparencies
K402 - K413	22.00 each	transparencies

Skill Area: Communications - speaking, listening Voc. Area: General

Title: The Business of Oral Communication: Fundamental, Person to Person, Selling,

Author(s): Gwyn, Gwyn and Sander Date: 1980

Description:

(Fundamentals) Emphasis is placed on the three important basics of oral communication: proper use of voice; mastery of conversational skills; and listening. (Person to Person) In this module, purposeful oral communication between two people in a variety of work situations is emphasized. Instruction focuses on communication by telephone and person to person communication in interview situations. (Selling, Speaking and Meeting) This module develops the art of oral communication in three specific areas: selling; making oral presentations; and participating in and leading the small group business meeting.

Publisher abbrev. South-Western Catalogue title: Textbooks and Supplementary Materials

Cat. p.27-28 (date 1980)

Catalogue No.	Cost	Type of Material
E956	300.00	audio cassettes (20) includes modules 1, 2, and 3
E956-1	130.00	Module I - Fundamentals (8 cassettes)
E956-2	65.00	Module II - Person to Person (4 cassettes)
E956-3	130.00	Module III - Selling, Speaking, Meeting (8 cassettes)

Skill Area: Oral/Listening Voc. Area: General

Title: The Language of Work

Author(S): not given Date: not given

Description:

Many skills which are common to a variety of jobs should be mastered by students before entering an employment situation. Through taped lessons requiring written response, role-playing, use of overhead projector, and group discussion, these skills are developed.

Publisher abbrev. Career Catalogue title: Occup., Voc. & Adult Ed.
Cat. p. 3 (date 1979-80)

Catalogue No.	Cost	Type of Material
ED302A	189.00	complete program

Skill Area: Oral Voc. Area: General

Title: The Language of Work

Author(s): Caleb Crowell Date: none given

Description:

This collection of 15 tape cassettes, 12 overhead transparencies, student record book and teacher's guide presents the basic things young people are expected to know from their first minute on the job such as: following instructions; answering phones; taking messages; what an invoice is, packing slip and purchase order; what a business is, how it operates; the role of ; and basic rules of safety.

Publisher abbrev. EDI Catalogue title: fall catalogue
Cat. p. 12 (date 1979)

Catalogue No.	Cost	Type of Material
A302	189.00	15 tape cassettes, 12 overhead transparencies, student record book, teacher's guide
A302-20	.85 each	12-23 extra student record books

Skill Area: Writing, oral and reading Voc. Area: General - business

Title: Business English and Communication, 5th ed.

Author(S): M. M. Stewart, F. W. Lanham, K. Aimmer, L. Clark, B. A. Stead Date: 1978

Description:

This program provides a specialized training program to develop student competence on all phases of communication; writing, speaking, listening and reading. The text offers complete coverage of grammar, usage and style. The workbook provides correlated exercises. A book of tests contains progress tests and a final examination.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing

Cat. p. 6 (date 1980)

Catalogue No.	Cost	Type of Material	
61410-5	8.97	text	5th edition
61411-3	3.72	student projects & activities	
61412-1	6.60	teacher's manual and key	
61413-x	1.20	tests	
61323-0	8.97	text	4th edition
61324-9	3.72	student projects & activities	
61325-7	1.20	tests	
61326-5	6.60	teacher's manual and key	

Skill Area: Reading, Writing, & Oral Voc. Area: Medical

Title: Basic Medical Terminology

Author(s): J. Patrick Fisher Date: 1975

Description:

A working knowledge of medical terminology is prerequisite to entering anyone of the allied health occupations. This workbook has been prepared to give the beginning student in any health field the basic understanding of the language of medical science. This course is designed to be used under individually pased basis.

Publisher abbrev. Bobbs Catalogue title: Bus. Ed. Fashion Mdse., Health Occ., Hospitality Mgnt.

(date 1980)

Catalogue No.	Cost	Type of Material
61385	$ 8.63	Text
61386	5.00	Teacher's Edition
61387	68.25	Set of six Audio cassetts

Skill Area: Oral and Written Voc. Area: Business

Title: Business Communications

Author(s): none given Date: 1977

Description:

This instructor's guide is organized into seven units: human relations and communications; quiet communication; oral communication; business and conference communications; written communications; effective letter writing; and business communications.

Publisher abbrev. Missouri Catalogue title: from a flier

(date)

Catalogue No.	Cost	Type of Material
BOE-5-1	15.00	guide
BOE-5-T	23.10	77 transparencies

Skill Area: Mathematics and language Voc. Area: General-business

Title: Office Skills 1: Language and Math Practice

Author(s): Phyllis Morrison Date: 1978

Description:

This text is a self-study skills development book that provides students with opportunities to drill in math and language.

Publisher abbrev. Gregg Catalogue title: Bus., Office & Marketing

Cat. p. 14 (date 1980)

Catalogue No.	Cost	Type of Material
43233-3	2.40	text

Skill Area: Oral Communication-speaking listening Voc. Area: General

Title: Communicating at Work

Author(S): Williams and Eggland Date: 1980

Description:

Interpersonal forms of communication and behavior in a variety of organizational settings are integrated and described in everyday language and reinforced with many concrete examples. This publication will help students to communicate more effectively at work and in their personal lives as well. It is rich in photographs, illustrations, in chapter exercises, and end of chapter class activities designed to aid students in understanding and experiencing the importance of effective communication.

Publisher abbrev. South-Western Catalogue title: Textbooks and Supplementary Materials

(date 1980)

Cat. p.28

Catalogue No.	Cost	Type of Material
G19	4.47	text-workbook

Skill Area: Oral Voc. Area: Selling

Title: Communications

Author(s): None given Date: None given

Description:

This series of four cassetts helps to improve sales by improving communications, influencing people, and overcoming problems.

Publisher abbrev. Career Catalogue title: Occ. Voc. & Adult Ed.

(date 1979-80)

Cat. p.33

Catalogue No.	Cost	Type of Material
CWCS115	$ 22.50	Kit

Skill Area: Oral Voc. Area: Selling

Title: Listening/Prospecting

Author(s): None given Date: None given

Description:

These cassetts cover where to concentrate sales effort, identify in best prospects to referrals, and what to listen for when the buyer is talking.

Publisher abbrev. Career Catalogue title: Occ. Voc. & Adult Ed.

Cat. p.33 (date 1979-80)

Catalogue No.	Cost	Type of Material
CWCS116	$22.50	Kit

Skill Area: Oral Voc. Area: Business

Title: Teller Techniques Mean Business

Author(s): None given Date: None given

Description:

This manual presents to the student the correct business like manner of handling both local and long distance telephone calls. It offers the student a better understanding of the elements of proper telephone personality. It examines various telephone resources such as directory services and equipment.

Publisher abbrev. BOE Catalogue title: Pamphlet

(date 1979-80)

Cat. p.5

Catalogue No.	Cost	Type of Material
DA-28	$ .50	Manual

Skill Area: Communication - oral Voc. Area: Business

Title: Human Relations in Business

Author(S): Eggland and Williams Date: 1977

Description:

This softbound text-workbook deals in the attitudinal grounds of human relations. As such, it leads students through a well organized series of thoughts and activities that will help them develop a positive attitude toward the need to understand themselves; to relate well with co-workers, employers and customers; and to communicate effectively. Written in an informal style, the text will be useful as a basic instructional tool in any vocational oriented program that prepares students for the work world.

Publisher abbrev. South-Western Catalogue title: Textbooks and Supplementary Materials

(date 1980)

Cat. p.47

Catalogue No.	Cost	Type of Material
G18	4.47	text-workbook

Skill Area: Communication - reading, writing Voc. Area: General

Title: Language Arts Basic Skills and Concepts Library

Author(s): Visual Materials, Inc. Date: none given

Description:

Two series of spirit duplicating books cover five areas of language skills: vocabulary, reading, writing, grammar, and listening and visual skills. Each book contains over 35 masters with specific behavioral objectives. The activities are designed for individual or classroom use, and include progressive worksheets and tests. Each book is available at two levels: junior high and senior high.

Publisher abbrev. SSSS Catalogue title: English Competency Skills (date 1980)

Catalogue No.	Cost	Type of Material
VM403	29.00	duplicating book (grades 7-9, 5 books)
VM404	29.00	duplicating book (complete series for grades 10-12)

Skill Area: Reading, writing, & speaking Voc. Area: General

Title: Career Communications Series

Author(s): Mariestelle M. Brown Date: 1976

Description:

This series is made up of 53 individual programmed learning units known as options, which cover such topics as reading, writing and speaking as used in career-related courses, writing laboratories, and English courses.

Publisher abbrev. Bobbs Catalogue title: Indust. Arts, Voc. Occup. & Career Cat. p. 11-12 (date 1980)

Catalogue No.	Cost	Type of Material
each of the 53 options has its own catalogue number; no price was given		

Skill Area: Reading and Oral Voc. Area: General

Title: Working with Words, revised

Author(s): Mildred Putnam Date: none given

Description:

In this work text, the skills of reading and speaking English are taught together with oral and visual practice in letter, word and sentence patterns.

Publisher abbrev. Steck Catalogue title: Elementary, Secondary, Adult and Special Ed.
Cat. p. 41 (date 1980)

Catalogue No.	Cost	Type of Material
0365-3	1.80	work text

Skill Area: Oral, Reading and Writing Voc. Area: General

Title: 2,300 Steps to Word Power

Author(s): Edward C. Gruber Date: none given

Description:

This is a programmed book carefully prepared in small sequential steps to help anyone increase their speaking, reading and writing knowledge of English language.

Publisher abbrev. Arco Catalogue title: Educational Catalog
Cat. p. 19 (date 1979-80)

Catalogue No.	Cost	Type of Material
0-668-01032-0	2.50	paper cover

Skill Area: Oral Voc. Area: General

Title: Speech Improvement Duplicating Masters

Author(s): Jean DeGaetano Date: 1970 set 1, 1972 set 2, 1973 set 3

Description:

Each set contains 18 spirit duplicating masters, an instruction booklet and file folders.

Publisher abbrev. Inter Catalogue title: Annual

Cat. p. 24 (date 1979-80)

Catalogue No.	Cost	Type of Material
1124	9.25	set 1
1442	9.25	set 2
1537	9.25	set 3

Skill Area: Oral Voc. Area: General

Title: Listening on the Job

Author(s): none given Date: none given

Description:

These sets include the titles Learning to Listen, Listening to Earn, Getting the Message, Listening with an Open Mind, and Improving Your Listening Habits.

Publisher abbrev. McKnight Catalogue title: Ind. Arts, Voc. Ed., Career Guid., Career Ed., & Home Ec.

Cat. p. 37 (date 1979)

Catalogue No.	Cost	Type of Material
5051E	56.00	kit
5056E	12.58	package of 30 activities booklets replacements

Skill Area: Oral Voc. Area: General

Title: Teaching Communication Skills

Author(s): none given Date: none given

Description:

none given

Publisher abbrev. Ohio Catalogue title: Ohio Agr. Ed. Curric. Materials Order Form
Cat. p. 8 (date 1978)

Catalogue No.	Cost	Type of Material
	1.50	booklet

Skill Area: Oral Voc. Area: General

Title: Big Book of Language Through Sounds

Author(s): Ann M. Flowers Date: 1972

Description:

none given

Publisher abbrev. Inter Catalogue title: Annual
Cat. p. 3 (date 1979-80)

Catalogue No.	Cost	Type of Material
1456	5.95	paper cover

Skill Area: Oral Voc. Area: General

Title: Speaking on the Job

Author(s): none given Date: none given

Description:

These cassette titles include Using Standard English, Speaking Clearly, Using the Telephone, and Speaking and Job Success.

Publisher abbrev. McKnight Catalogue title: Ind. Arts, Voc. Ed., Career Guid., Career Ed. & Home Ec.

Cat. p. 37 (date 1979)

Catalogue No.	Cost	Type of Material
5058E	56.00	kit
5063E	12.68	package of 30 activity booklet replacements

Skill Area: Oral Voc. Area: General

Title: The Big Book of Sounds, 2nd edition

Author(s): Ann M. Flowers Date: 1974

Description:

none given

Publisher abbrev. Inter Catalogue title: Annual

Cat. p. 3 (date 1979-80)

Catalogue No.	Cost	Type of Material
1636	5.95	paper cover

Skill Area: Oral Voc. Area: General

Title: Oral Communication

Author(s): Date:

Description:

This program is designed to give intensive training in listening and talking skills. The series emphasizes the importance of communication skills in job advancement, personal development, and successful living. It develops an appreciation of the importance of language as the basis of communication and motivates the student to make a maximum effort to improve listening and talking skills.

Publisher abbrev. Career Catalogue title: Occup., Voc. & Adult Ed.
Cat. p. 13 (date 1979-80)

Catalogue No.	Cost	Type of Material
CVF85SLC	282.90	complete program

Skill Area: Communication - oral Voc. Area: General

Title: Body Language

Author(S): Multi Media Productions Date: none given

Description:

Two color sound filmstrips discuss the meanings of gestures and postures as shown in modern photographs, paintings from many nations and eras, and ancient and modern sculpture. Stressing the relationship of body language to verbal communication, the program shows courting postures, gestures of contact, the uses of posture to support an image, and emotions reflected in body positions.

Publisher abbrev. SSSS Catalogue title: English Basic Competencies
(date 1980)

Catalogue No.	Cost	Type of Material
NN7100R NN7100C	20.00	filmstrip

PROJECT STAFF

James A. Dunn, Director

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